

THE WORLD BANK PUBLICATIONS STYLE GUIDE

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Since the first appearance of the World Bank publications style guide, in 1991, several changes have occurred—in the World Bank’s work and in publishing—that make an extensive revision of the manual advisable and, indeed, necessary.

- *The Chicago Manual of Style*—one of the main reference works on which our style manual is based—has been revised. We have selectively updated our manual to reflect the changes in *Chicago*. On some points our preferences differ from *Chicago’s* because of the quantitative nature of much of the Bank’s work. For example, we recommend using numerals for numbers greater than nine, whereas *Chicago* spells out those under 100, and we strongly prefer the name-date reference system.

- The World Bank is no longer updating its loose-leaf *Communications and Style Guide*. To take its place, we have expanded this manual to include more detailed material on style and usage. Styles and formats for correspondence are determined within each department or vice presidency.

- Because this manual is now the general guide for Bank writing, we have addressed the revised edition to authors and their assistants, as well as to freelance editors. Separate sections deal with special topics such as proofreading, indexing, and preparation of material for the printshop.

- All material prepared in the Bank is now in electronic form. The sections on electronic preparation of manuscripts have been expanded and include more specific instructions for authors that will make editing and production smoother and faster.

Our basic advice to authors and editors is to be consistent. Emerson wrote that “a foolish consistency is the hobgoblin of little minds.” Consistency in prose style, however, is not foolish; it prevents gratuitous distraction. “Why does the author capitalize this word here, but not there?” the reader may wonder. “Is there a distinction that I don’t understand?” Consistency in style allows the reader to concentrate on the author’s meaning.

The editor puts the manuscript into World Bank style (based on time-tested standards as embodied in the *Chicago* style manual, with some special wrinkles to take account of Bank preferences and imperatives). The editor also looks for discrepancies between text and tables, between one chapter and the next, between the bibliography and the citations in text, and between the promises made in the introduction and the ground actually covered. Questions about content can be answered only by the author—although perhaps with as little as an “OK” to a suggested wording. The wise author will take the editor’s questions and comments seriously; if the editor is puzzled, so may be the reader of the published book. Ideally (and most times in practice), the freelance editor, the World Bank editor, and the author work as a team to make a better, clearer book.

Work goes more smoothly if everyone involved has a general idea of what others are expected to do. In the next section we list the tasks that the copy editor—whether an in-house editor or a contractor—can be expected to perform. The checklist may also be helpful to authors in editing their own work.

World Bank staff members who have questions about publications policies (rather than style matters) will find a wealth of information on the Publications Intranet site, <http://www-ext/pubs>.

Levels of Editing

How much editing is needed largely depends on how the manuscript is written: a carefully prepared, well-reasoned text poses few editorial problems. But other factors, such as the audience, the deadline, and the budget, also have a strong bearing on what the editor should—and shouldn't—do. Any editorial changes made are subject to review by the author.

Before beginning work on a manuscript, the authors and editors must agree on the level of editing that is expected. The Office of the Publisher distinguishes three levels.

Level A

A full-blown substantive edit may come close to a rewrite. Level A edits examine the overall structure of the manuscript and polish the presentation to a high gloss. The editor will:

- Reorganize and revise the text as needed to improve its structure, sharpen its argument, and set an appropriate tone.
- Suggest different ways of presenting material, such as tables, figures, boxes, appendixes, or maps, that will communicate the author's message more effectively.
- Simplify technical language, eliminate jargon, and introduce definitions when needed.
- Perform all tasks in level B and C edits.

In addition, the editor may be asked to review the reports of peer readers to ensure that the readers' comments have been addressed by the author. Level A edits may take as long as an hour a page for difficult passages.

Level B

The editor accepts the form and content of the manuscript more or less as given but strives to eliminate wordiness, smooth awkward language, and unscramble convoluted sentences. The author may be asked to give alternative phrasing for specialized or institutional terms. Genuine technical language and terms of art are left undisturbed. The author's style remains intact, but changes may be made to improve comprehension and to follow the conventions of formal writing (such as those described in World Bank Style, below). The editor will:

- Simplify long, complicated sentences.
- Break up accretions of nouns as adjectives. For example, *management of cash flow in farm households* is more readable than *farm-household cash flow management*.
- Replace passive constructions with active verbs, where appropriate.
- Edit tables and figures so that they illustrate their point and present similar data consistently.
- Cut or edit redundant passages.
- Smooth transitions between paragraphs or sections.
- Perform all tasks in level C edits.

Level B edits may take up to an hour for three to five pages.

Level C

Strictly speaking, level C editing is copyediting. The editor will:

- Point out factual inconsistencies, faulty logic, and particularly awkward or unclear passages, without attempting to remedy them.

- Edit chapter titles, subheads, table titles, and the like for brevity, consistency, parallel construction, and use of capitals and lower case (see Headings and Titles; Tables and Figures).
- Delete all paragraph numbers and monitor the length of paragraphs.
- Fix dangling participles, subject-verb disagreement, and other grammatical lapses.
- Repair mistakes in usage, especially those marked with a dagger (†) in Spelling and Usage.
- Make punctuation, capitalization, spelling, and so on consistent; create a style sheet on the treatment of special items.
- Query inconsistencies in the spelling and diacritics of proper names and foreign words. It is the author's responsibility to get these items right.
- Spell out abbreviations at first mention or query the author for the full name; eliminate infrequently used abbreviations.
- Eliminate verbatim repetition of text, tables, or figures.
- Eliminate excess words that do not further the argument. Good candidates are vacant introductory phrases such as *It can be seen that* or *We now turn to the subject of the next section*.
- Delete excessive italics and quotation marks in text.
- Follow World Bank conventions for country names (see Country Names and World Regions); alphabetize names of countries listed in tables, figures, and text unless there is a good reason to order them some other way.
- Check that cross-references to other parts of the book are accurate.
- Eliminate unnecessary use of letters or numerals in run-in lists and examine short displayed lists to see whether they can be run into the text.
- Check source citations against the bibliography or reference list, edit that section for conformity to Bank style (see Notes and References), and query incomplete or missing entries.
- Make sure that boxes, tables, and figures are mentioned ("called out") in text, mark the callouts for the desktopper, and ask author to add missing callouts.
- Edit notes to conform to the style described in Notes and References.
- Check that tables and figures are correctly numbered and that data in them are consistent with statements in text.
- Examine short tables to see if they can be converted into informal tables or combined with other tables.
- Examine very complicated tables to see if they can be simplified.
- Edit the table of contents to agree with the manuscript.
- Flag any portions of the manuscript for which the author must seek permission to reprint from the original publisher. Long text passages, tables, and figures taken from a single copyrighted source should be flagged. See Quotations and, for detailed guidelines, *Chicago* 4.46–4.58.

Level C editing should proceed at roughly 5 to 7 pages an hour and could go as fast as 10 pages an hour.

Parts of the Book

In general, the pages of a book can be divided into three sections: front matter, text, and back matter. Front matter pages are numbered with lowercase roman numerals. The half-title, title and copyright pages have page numbers assigned to them, but no numeral actually appears on the page. (The same is true for part-title pages that contain no text and for any blank pages; see example 1.) The first page that has a printed page number is usually the contents. Text pages carry Arabic numerals and begin with 1. Back matter (described below) is numbered consecutively after the last page of text.

Front Matter

The following list gives the accepted order for front matter. All front matter must have a title page, copyright page, and contents and may include any of the other elements listed here. World Bank books do not have separate dedication pages, but a dedication may be incorporated in the preface.

- *Half-title page.*
- *Title page.*
- *Copyright page.* Includes Cataloging-in-Publication (CIP) data and other information (see box 1).
- *Contents.* Lists front-matter items, part titles, chapter titles, first-level heads in main text, and back-matter items; may include lists of tables, figures, and boxes.
- *Foreword.* Required for Discussion Papers and Technical Papers. Written by someone other than the author or volume editor. It may (but does not have to) carry a date. Because forewords are often written early in a manuscript's life, it is advisable for the author to send the proofs of the foreword to the writer for final approval.
- *Abstract.* Required for Country Studies, Discussion Papers, Technical Papers, and journal articles; desirable but not required in departmental facsimiles; not used in other books.
- *Preface.* Understood to be written by the author and therefore needs no date, closing signature, or initials.
- *Acknowledgments.* If the list of acknowledgments is long, it is best to make it a separate item, but a paragraph or two of acknowledgments can be incorporated in the preface.
- *List of contributors.* May also go in the back matter.
- *Acronyms and abbreviations* (or, *Definitions and data notes*). See Acronyms and Abbreviations for guidelines on capitalization.

Box 1. What Do CIP and ISBN Mean?

CIP refers to the Cataloging-in-Publication data entry supplied by the Library of Congress. It is placed on the copyright page (the left-hand page following the title page). It is valuable for librarians and indexers, and therefore for researchers.

The *ISBN*, or International Standard Book Number, is a unique number that identifies the book for booksellers and librarians. It puts the book in the international bibliographic system. The ISBN is simply an inventory aid, but a useful one. Unlike the CIP, it can be assigned instantly by the Office of the Publisher.

[illegible]

Text

Any introduction, overview, or executive summary is part of the main text and begins on page 1. (Exception: if there is a part-title page, that page is 1, the reverse is blank, and the text begins on page 3.) Example 1 shows how a few pages of a book with part titles would appear in the final printed publication.

Appendixes to chapters are treated as first-level heads. If a chapter has only one appendix, the appendix is not numbered; if there is more than one appendix, the appendixes are numbered according to the chapter. For example, the appendixes to chapter 3 would be *appendix 3.1*, *appendix 3.2*, and so on.

Notes and bibliography are included in the back matter (see below) unless the chapters are by different authors. In that case, those items are placed at the end of each chapter.

Back Matter

The order for the back matter is:

- *Appendixes*. If a book has only one appendix, do not number it. If there is more than one appendix, use *appendix A*, *appendix B*.
- *Notes*.
- *Glossary*.
- *Bibliography* or *References*.
- *List of contributors*. May also go in the front matter.
- *Index* (or, *Author index*, *Subject index*).

WORLD BANK STYLE

Although the editorial style for World Bank publications differs little from that established by *The Chicago Manual of Style*, the Bank has special preferences for terms of art and specific guidelines on names of organizations and countries (see Names).

The official language of the World Bank is American English, and spelling and punctuation should follow American usage. *Webster's Tenth New Collegiate Dictionary* is our basic authority for spelling. If the dictionary gives more than one spelling, use the first.

Writing is a subjective art with certain objective rules. Clarity and conciseness are desirable, but editors must beware of distorting or oversimplifying technical matter or of stifling the author's voice. See appendix E for a guide to words and phrases that should be avoided or that can be confusing. For more detailed discussions on style and for information on technical terms, the references listed in box 2 may be helpful.

Box 2. Some Useful References for Style and Terminology

Bernstein, *The Careful Writer: A Modern Guide to English Usage*

Follett, *Modern American Usage*

Fowler, *Modern English Usage*

New York Public Library *Writer's Guide to Style and Usage*

Pearce, *Dictionary of Modern Economics*

Ross-Larson, *Edit Yourself*

Samuelson, *Economics* (especially the glossary)

Skillin and others, *Words into Type*

Strunk and White, *Elements of Style*

For an international institution like the Bank, the best style is one that is simple, logical, and clear. The author should assume that not all readers will be native speakers of English and that many of them will be outside the Bank. Any translations are more likely to be accurate if the original text is well written. Be careful about using Bank jargon that has no meaning outside the institution, and spell out abbreviations at least the first time.

Publication through the Office of the Publisher is an opportunity to get the World Bank's messages to audiences around the world—to readers of the book itself, and to wider circles through reviews and news coverage. The editor can help ensure that the message of the book comes through clearly. Here are some general principles for authors and editors.

Clusters of Modifiers

Avoid forcing a noun to carry a staggering load of modifiers. Such constructions are difficult to read because there are few clues as to what modifies what. For example, the phrase *firm financing choices* is ambiguous; *firms' financing choices* or *financing choices of firms* leaves no doubt about the author's meaning. As another example, *foreign direct investment facilitation efforts* is more unwieldy than *efforts to facilitate foreign direct investment*.

Danglers

A dangling modifier is a phrase or clause that is not logically associated with the noun it modifies. It should be avoided because it can lead to confusion or may force the reader to reread the sentence to unravel the meaning. (*Born in France, his parents came to the United States when he was 3 years old.* The author

Grammar and Usage

meant to say that X was born in France, but the dangler is attached to his parents. *X was born in France but came to the United States with his parents when he was 3 years old.*)

Gender-Neutral Language

Whenever possible and appropriate, language should be gender neutral. For example, *Each student was tested so that he could be placed correctly* could read *Students were tested so that they could be placed correctly*. The sentence *Many people earn their living as fishermen* could be revised to read *Many people earn their living by fishing*. A useful reference for alternatives to gender-specific words (such as *staff-hours* instead of *man-hours*) is *The Bias-Free Word Finder: A Dictionary of Non-discriminatory Language*, by Rosalie Maggio (Beacon Press, 1991).

Inappropriate Infinitives

Infinitives are often used when prepositional phrases are the correct choice. Inappropriate use of infinitives makes the text read like a bad translation. *The minister sounded out the idea to reorganize the department* should be edited to read *The minister sounded out the idea of reorganizing the department*—or, better yet, *The minister proposed reorganizing the department*.

Parallelism

All items in a list should begin with the same part of speech—for example, with a verb, or with a noun, or with a participle, not some of each.

Make chapter titles and text headings consistent in structure and tone. Try to keep them short so that they are easy to grasp and fit on one or two lines.

Verbs

Use active rather than passive constructions when feasible. Active constructions are usually livelier and more concise than passive constructions. For example, *The government launched a public awareness campaign* is preferable to *A government-implemented public awareness campaign was launched*. Caveat for editors: make sure you can identify the subject; don't read something into the original sentence that is not there.

Names

In personal names, there should be a space (or, as may occur in non-English names, a hyphen) between initials (*G. K. Testator*; *Ian M. D. Little*; *J.-L. David*). Note that exceptions may occur; for example, *FG* stands for FitzGerald (no space, no periods; the editor should query).

Official Names of the World Bank Group

The International Bank for Reconstruction and Development (IBRD) and the International Development Association (IDA) together constitute the World Bank. The International Finance Corporation (IFC), the Multilateral Investment Guarantee Agency (MIGA), and the International Centre for Settlement of Investment Disputes (ICSID) are separate entities. All five organizations together constitute the World Bank Group. Unless the context specifically distinguishes between the IBRD and IDA or refers to the IFC, MIGA, or ICSID, use simply *the World Bank*. For official names of departments and divisions of the Bank, consult *The World Bank Group Directory*. See also Capitalization, below.

Country Names and World Regions

The Corporate Secretariat of the World Bank determines correct usage for names of countries that are Bank members. Approved spellings of country names and the associated adjectives are on the Information Collections menu in All-in-One and on the Bank's internal web, accessible through Lotus Notes, Information Resource Guide, Country Names and Adjectives.

The country names about which questions most often arise are listed in appendix C. If a shortening is allowed, use the full name on first mention and the shorter form subsequently; there is no need to add, for example, *hereafter referred to as Korea*. The abbreviation *Rep.* may be used in tables and figures but never in text.

A historical explanation may be required in some contexts: *the Czech Republic, then part of Czechoslovakia*. Tables that include historical data for newly independent states may require footnotes; for example, *Data for Eritrea are not yet disaggregated and are included in Ethiopia*. See the *World Bank Atlas* or recent statistical publications for accepted wording of such notes.

Use *developing country*, not *Third World* or *less-developed country*. Use *industrial country*, not *developed country*.

Use *Taiwan, China*, and *Hong Kong, China*. Parentheses may be used in run-in lists if commas would be confusing: *in 1997 the team visited China, Hong Kong (China), Indonesia, and Singapore*. Do not use the word *country* in lists and table headings in which these names appear. *Economy* is an acceptable substitute.

These are some standard regions:

Central and Eastern Europe

East Africa

East Asia and Pacific

Latin America and the Caribbean (try to avoid LAC)

Middle East and North Africa (try to avoid MENA)

North Africa

North-South; the North; the South (widely accepted but polemic; suggest *industrial world* and *developing world* as alternatives)

northern Europe

the Sahel

South Asia

Southeast Asia

southern Africa

Southern Cone

southern Europe

Sub-Saharan Africa

West Africa

Western Europe (as political region)

See also Geographic Names, below. Capitalization of the adjectival form follows that of the noun form (*South Asian countries; the southern African ecosystem*).

Capitalization

The modern trend is to reduce the use of capitalization. *Chicago* contains detailed guidelines; this section provides a brief review of questions that come up frequently in World Bank work. (See also Headings and Titles.)

Institutional Names

Proper nouns should always be capitalized, but many associated words may be written in lower case without loss of meaning. Do not capitalize, for example, *president, state, administration, government, ministry*, and the like when they stand alone or are used generically (*U.S. Government Printing Office*, but *the government budget*; *President Clinton*, but *the president of the United States*; *Howard University*, but *the university's economics faculty*; *Japan's Ministry of Industry and Technology*, but *a country's ministry of natural resources*; *the Central Bank of Colombia*, but *Latin American central banks*). Exception: capitalize *Bank* (for World Bank) and *Fund* (for International Monetary Fund). In scattered references, use *World Bank* and *IMF* instead, and always use the full formal name on first occurrence.

Names of organizations given in foreign languages should be translated, when possible, into English. When foreign names for organizations are used, they are set in roman type, not italics (for example, *Departamento Administrativo Nacional de Estadística*).

Capitalize all parts of the names of political parties and religious bodies and of their adherents: *Socialist Party*; *Communists*; *the Catholic Church*.

Some terms specific to World Bank work are:

- Annual Meetings
- Board meeting
- executive directors (*but* Board of Executive Directors; U.S. Executive Director)
- the president of the World Bank; President James D. Wolfensohn
- World Bank headquarters
- field office; the Tanzania Field Office
- resident missions; the Bangladesh Resident Mission
- director, vice president, country department (*but Policy Research Department*)
- Asia Region; the Regional vice president

Note that when *Region* refers to an organizational unit of the Bank, it is capitalized to avoid confusion.

Project Names

Capitalize the names of projects and loans. Do not use italics or boldface for names of projects in text.

Geographic Names

Capitalize terms that refer to a definite area, region, locality, or geographic feature, and lowercase terms used to indicate general area, direction, or position: *the Malay Peninsula*; *the South Pacific*; *southern China*; *Lakes Victoria and Malawi*; *the Aral and Black Seas*. Use *Western Hemisphere*, *Eastern Hemisphere*.

Italics

Use italics sparingly, for emphasis. When italics are overused, they quickly lose their force. Moreover, long passages in italics are difficult to read.

Do not italicize words that have found a place in the English language (de facto, a priori, laissez-faire). Use *Webster's* as a guide for italicizing foreign words.

If a foreign word occurs often in a manuscript (for example, *panchayat* and *barangay* in a book about local governments), it may be sensible to italicize it the first time only.

Book titles and the names of periodicals are always in italics.

Latin letters that represent math variables are always in italics.

Headings and Titles

Headings should be in a clear hierarchy. One should be able to think of the heads in a chapter as an outline. There should be at least two second-level heads (if any) under a first-level head, and at least two third-level heads (if any) under a second-level head.

There should always be some text between a chapter title and the first head within the chapter. The heading *Introduction* is often unnecessary; it is understood that introductory material begins a chapter. Try not to have two displayed heads (that is, heads on their own separate lines) one after the other with no intervening text.

Avoid using more than three levels of heading.

Headings should not be numbered or lettered.

Comparable headings should have a parallel grammatical structure—for example, *Road Construction*; *Road Maintenance* not *Road Construction*; *Maintaining Roads*.

In most World Bank books the first word of a heading or title is capitalized, as are all other words except articles, prepositions, and coordinating conjunctions (*and*, *but*, *or*, *nor*, *for*, *yet*, *so*) and the second word of a number (*Twenty-five*; but note that numerals will be used unless the number is the first word). Thus, a table title might read, *Cost-Effective Health Interventions in South Asia*.

Never hang a footnote on a heading, a table or figure title, or authors' names. A general note can be placed at the end of the first sentence or paragraph rather than on the heading. Authors' affiliations, disclaimers, and the like can go somewhere else in the book or can be placed as an unnumbered note before the numbered notes to the chapter.

Punctuation

Follow *Chicago* (chapter 5). Some basic rules are given here. (The examples are in typescript, to show how a manuscript might look.)

Do not use more than one end punctuation mark.

The problem is explored in Berg's *Malnutrition: What Can Be Done?*

Colon

In text, capitalize the first word after a colon unless the element after the colon is a single declarative sentence and is not a direct quotation.

A momentous decision was made: the government would trust the free market.

The question was: Would the government trust the free market, or not?

The minister stated: "We are prepared to trust the free market."

Note, however, that in the last example a comma would be preferable.

In titles, always capitalize the first word after a colon, even if the style for the book is initial cap only. Thus, a head might read:

A momentous question: Whether to trust the free market

Comma

Use the serial comma (*cats, dogs, and rabbits*). Do not use commas after short introductory phrases.

In 1985 the government decided . . .

After some deliberation the government decided . . .

Yet the office continued to accept incomplete documentation.

Thus the efficacy of the measure was undermined at the start.

Exceptions: when the phrase already contains a comma; when it begins with an adverb or adverbial phrase that requires a pause (*Furthermore, By contrast,*); or when it would be difficult to read or could be misconstrued.

On June 12, 1985, the government decided . . .

For 1995, data on infant mortality are . . .

In 1985, 40 cases were reported . . .

Before dropping, the price had been...

Moreover, the government decided...

Use a comma between independent clauses (unless they are very short) but not between verbs that are part of the same clause:

Most of the crowd disappeared around the corner, and the leader tried to find them.

The program was funded by the state and applauded by the cities.

Dash

"En" *dashes* (longer than a hyphen, not as long as an ordinary dash) indicate ranges of figures, dates, and page numbers and are also used in such compounds as *post-World War II* (see Compound Words). Use an en dash rather than a slash (/) in ranges of years. Exception: a slash is used for fiscal years and crop years that cover one 12-month period rather than two calendar years: *1995/96*. For books that will be printed in facsimile series, hyphens may be used instead of en dashes.

Ordinary "*em*" *dashes* are used to indicate a sudden break in thought or to add emphasis. They lose their force when overused. No more than two dashes should be used in any single sentence; if there are more, it is difficult to tell the parenthetical expressions from the main part of the sentence. In the following example, at least one pair of dashes should be replaced with commas or parentheses to make this disjointed sentence readable.

The country exports livestock---including feeder calves---and canned meat products---some of which are gourmet quality---to the United States.

Slash

Avoid using slashes to join words or phrases (*nurse/midwife*, *and/or*). Substitute a hyphen, an en dash, *and*, or *or*, depending on the meaning.

Quotation Mark

Use double quotation marks except inside a quotation, where single quotation marks are used. Quotation marks always fall outside a comma or period but inside a colon or semicolon.

He said, "The government cannot go on doing 'business as usual.' "

The government cannot go on doing "business as usual"; the crisis requires new policies.

Quotation marks used to denote irony or unusual terminology are often unnecessary and can be deleted. (See also the guidance on Foreign Words under Italics, above.)

The treatment of specific compound words should be consistent throughout the manuscript. (Use of a style sheet or an alphabetized electronic listing will help in keeping track of such terms.)

Words formed with most prefixes, including *anti-*, *bio-*, *co-*, *counter-*, *extra-*, *post-*, *pre-*, and *under-*, are spelled closed, with no hyphen (see *Webster's* and *Chicago*). Exceptions include such compounds as *anti-Keynesian* (compound includes proper name or capitalized word), *pre-1776* (numeral), *non-oil-exporting* (more than one word after the prefix), *anti-inflationary* (compounds whose double letters, usually i-i, would be difficult to read if closed).

Words formed with such suffixes as *-like*, *-fold*, and *-wide* are spelled closed. Hyphens are used for such compounds as *200-fold* (numeral), *principality-wide*, and *prestidigitator-like* (long and difficult to read).

Adjectives composed of a number plus a unit of measure are hyphenated (*six-year-old girls*, *200-acre farm*). Compounds formed with *percent* (*12 percent increase*), do not take a hyphen; *percent* is considered an expression of ratio rather than a unit of measure.

Use an en dash instead of a hyphen to join compounds in which one element is open, as in *post-green revolution* or *World Bank-financed project*. But use a hyphen if the element is hyphenated, as in *non-oil-importing country*, *upper-middle-income economy*.

Use no hyphen after an adverb ending in *ly* (*highly educated population*).

For more information on the treatment of compound words, see table 6.1 in *Chicago*, A Spelling Guide for Compound Words. For compound words that occur frequently in World Bank work, see appendix E.

Compound Words

-
- Spell out whole numbers *one* to *nine*.
 - Use numerals for percentages (*1 percent*; *1 to 34 percent*; *9 percentage points*).
 - Use numerals for measurements or amounts of money.
 - Use numerals for numbers that are part of a larger number (*2 million*).
 - Spell out numbers that begin a sentence (but try editing to rearrange the sentence).
 - Use numerals for like items that occur in the same context, which may be a paragraph or a group of paragraphs (*36 large firms and 5 small firms*).

Numbers and Measurements

Dates

Use *the 1950s* rather than *the fifties*, *'50s*, *50s*, or *1950's*. Use *fiscal 1987* rather than *fiscal year 1987*, *FY1987*, or *FY87* (but note that *FY* is permissible in tables to save space).

Ranges of Numbers, Dates, and Pages

For inclusive dates and numbers, follow *Chicago* 8.68. Note in particular:

- *During 1976–93*, not *during 1976 to 1983*;
from 1979 to 1986, not *from 1979–86*
- *1985–86 to 1986–87*
- *From \$450 to \$1,200*, not *from \$450–1,200*;
from 4 to 5 percent or *4–5 percent*, not *from 4–5 percent*

Commas and Decimals

Use commas for all thousands.

Use a zero with all decimals less than 1, including correlations: *0.65*.

The number of decimal places should indicate the degree of precision of the data. Query the author as to how the same number of places may be shown for comparable numbers (by rounding off or adding a digit).

Units of Measurement

Spell out all units of measurement in text: *kilometers*, *kilowatt-hours*, *hectares*, *tons*, *percent* (always one word, rather than *per cent* or %). Change *tonne* to *metric ton*.

Repeat the unit for all measurements when ambiguity might result: *between 5 and 10 percent*, *from 5 percent in 1986 to 15 percent in 1989*, *\$10 million–\$20 million*, *the 500-meter and 1,000-meter events*.

The British billion is different from the American billion. (Higher numbers differ as well; see the table of numbers in *Webster's*.) Insert a note on the first mention of billion (*A billion is 1,000 million*) and query the author to verify that this is indeed what is meant.

Currency

Use *U.S. dollars* but *US\$1,200* (closed up, no periods). Unless the manuscript deals with currencies from many different countries, the best way to treat dollars is to insert a note on the first occurrence: *All dollar amounts are (current—if that is true) U.S. dollars*.

For currencies other than U.S. dollars, consult the currencies list on Lotus Notes. Free-lancers should query the in-house editor.

Acronyms and Abbreviations

See appendix D for common acronyms and abbreviations.

An acronym is an abbreviation that forms a pronounceable word. *PAHO* and *UNICEF* are acronyms; *the IMF* and *the IDB* are not. In general, acronyms do not take articles, and abbreviations that cannot be pronounced as words do take articles. *The IBRD consulted the UNDP, the FAO, and UNICEF*. Exceptions include *the GATT*, *GDP*, and *GNP* (for example, *In 1993 GDP per capita was \$1,100*) and words that could go either way but in practice are pronounced letter by letter (*the WHO*; *the UNEP*). Periods are not used in abbreviations formed with capital letters, except for U.S.S.R., U.S., U.K., and U.N. Note that the latter three abbre-

viations are used as adjectives only; spell out United States, United Kingdom, and United Nations when used as nouns.

Do not use abbreviations unnecessarily; obscure abbreviations are confusing to the reader. Try to avoid the hostility-evoking “alphabet soup” look.

As a general rule, a name or term that appears only once or twice in a text should not be abbreviated. However, well-known abbreviations such as *UNICEF* and *CARE* can be given even if the name appears only once.

When an abbreviation is used, spell out the name or term on first occurrence (front matter does not count), and add the abbreviation in parentheses: *an increase in gross national product (GNP) per capita*. In a short publication, the abbreviation may be used consistently thereafter. In a longer work in which an uncommon abbreviation does not recur for many pages, it may be helpful to redefine it on subsequent use. Similarly, in an edited volume of chapters that may not be read consecutively, it is desirable to define the abbreviation at the first mention in each chapter.

A list of acronyms and abbreviations in the front matter may be a help to the reader. In such a list, capitalize all important words in proper names only. For terms that are not proper names, capitalize the first word only (*International Fund for Agricultural Development*, but *Gross national product*).

See *From Manuscript to Book* for guidelines on using small capitals for acronyms and abbreviations.

The rules for table numbers, titles, and notes also apply to figures. Tables, figures, and boxes must be numbered separately.

**Tables,
Figures,
and Maps**

Example 2. Parts of a Table

Table X.X. *Table Title*
(unit indicator)

<i>Stub head</i>	<i>Spanner head</i>		<i>Spanner head</i>	
	<i>Column head</i>	<i>Column head</i>	<i>Column head</i>	<i>Column head^a</i>
Stub entry ^b	cell	—	n.a.	..
Subentry	cell	—	n.a.	..
Subentry	cell ^c	—	n.a.	..
Stub entry	cell	cell	cell	cell
Subentry	cell	cell	cell	cell
Subentry	cell	cell	cell	cell

— Not available.
n.a. Not applicable.
.. Zero or insignificant.
Note: Numbers may not sum to total because of rounding.
a. Projected.
b. Excludes IDA credits.
c. For 1987 only.

Tables

This section contains general instructions for tables, whether in camera-ready copy or in manuscript to be edited. For more detailed guidance, consult *Chicago* or review table formats in World Bank university press books. For a quick guide to the parts of a table and the order of the notes, see example 2.

Check that variables and terms are treated consistently in text, tables, and figures.

Do not use shading in tables; it may not print satisfactorily. Instead, use italics and indents to show relationships among table entries.

Fitting Information into a Table

Tables are useful for presenting a large quantity of information. To show just a few bits of data, integrate the numbers into the text, make an informal table in the text (without title, rules, or notes), or construct a figure (see example 3).

When constructing tables, remember that the table may have to be reset in a smaller format than 8-1/2" by 11" and that even in large-format books such as facsimiles, allowance has to be made for binding and trimming.

Try combining information to cut down on the number of columns in a table. For example, use as the stubhead *Country and year* instead of separate columns for the two items.

If the stub is short and simple, consider "turning the table inside out" so that the column heads become stub entries. (Then the subentries can be indented.) See example 4.

Examine brief formal tables to see whether they can be made into informal tables or incorporated into the text. Consider whether short tables with identical column heads can be combined and whether long tables can be simplified.

Informal and Formal Tables

Informal tables must be short and simple, with no notes. (It may be possible to rewrite notes as part of the table elements or the text.) Informal tables must appear immediately after they are mentioned.

Formal tables are placed at the top or bottom of the page on which they are first cited or of the next available page. Exception: Tables in landscape orientation should be on a left-hand page (see example 1); the reference to the table in the text may appear on the facing right-hand page.

Table Number

Every formal table should be given a number and must be cited in the text by that number. Avoid roman numerals in table numbers.

If there are fewer than about 20 tables, and if the work is by the same author or authors, number tables consecutively throughout the text (*table 1*, *table 2*, and so on). For more complex manuscripts with many tables or figures or with chapters by different authors, use double numbering within chapters (*table 1.1* for the first table in chapter 1, *table 2.1* for the first table in chapter 2, and so on).

Numbering should always follow the order in which the tables are mentioned in the text. If the chapter has an appendix with tables, those tables are usually numbered consecutively with the text tables. Thus, if the last table in the text of chapter 2 is *table 2.7*, the first table in the appendix to the chapter would be *table 2.8*.

Example 3. Converting a Table to Other Forms

Here is a table as it appeared in the original unedited manuscript:

TABLE 4.11 Main Objectives of Narrowly Targeted Projects (Fiscal 1992–94)

	<u>Percent</u>
Income and employment	54
Social services	73
Productive assets	50
Monitoring and evaluation	32

It could be an informal table, appearing directly after some explanatory text:

The table below indicates the frequency with which certain objectives were cited as the main goals of World Bank projects narrowly targeted to the poor during fiscal 1992–94:

<i>Objective</i>	<i>Percent</i>
Providing social services	73
Increasing income and employment	54
Creating productive assets	50
Monitoring poverty and evaluating projects	32

B
After querying the author, the editor added gerunds to clarify the goals and reordered the rows from highest to lowest priority.

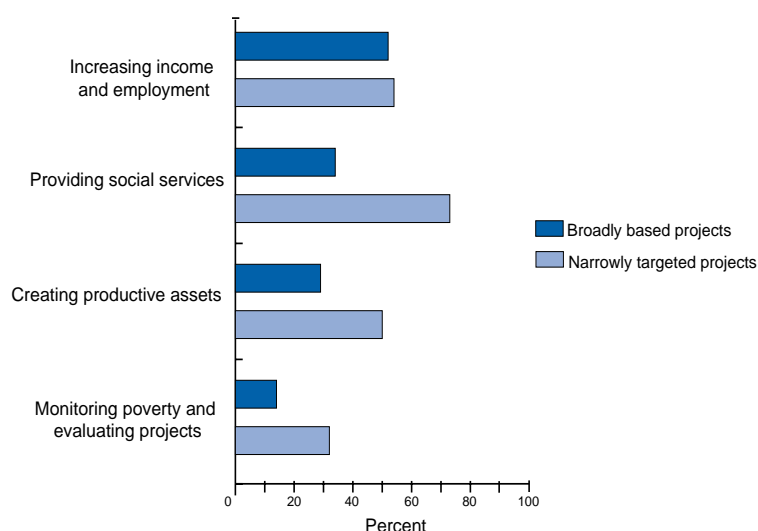
A
Informal tables have no top or bottom rules and no note or source lines.

Or the information could be integrated into text:

World Bank projects narrowly targeted to the poor during fiscal 1992–94 had four main goals: providing social services (73 percent of the projects); increasing income and employment (54 percent); creating productive assets (50 percent); and monitoring poverty and evaluating projects (32 percent).

Or a figure could be constructed from the data. In this case, the manuscript also contained data for broadly targeted projects. That information was incorporated in the figure, adding interest, using space efficiently, and facilitating comparison.

Figure X. Main Objectives of World Bank Projects, Fiscal 1992–94



The bars were drawn horizontally rather than vertically to allow more room for the labels.

Example 4. Turning a Table “Inside Out”

Table X.X. Table with Multiple Layers of Column Heads

Stub head	Spanner head A						Spanner head B					
	Spanner head C			Spanner head D			Spanner head E			Spanner head F		
	Head G	Head H	Total	Head I	Head J	Total	Head K	Head L	Total	Head M	Head N	Total
1965												
1970												
1975												
1980	1.9	0.1	2.0	2.8	0.2	3.0	3.5	0.5	4.0	4.6	0.4	5.0

Table X.X Same Table, “Inside Out”

<i>Stub head</i>	1965	1970	1975	1980
<i>Subheading A</i> (A)				
Entry C (B)				2.0
Subentry G				1.9 (D)
Subentry H				0.1
Entry D (C)				3.0
Subentry I				2.8
Subentry J				0.2
<i>Subheading B</i> (A)				
Entry E (C)				4.0
Subentry K				3.5
Subentry L				0.5
Entry F				5.0
Subentry M				4.6
Subentry N				0.4

A
There is more than one entry with no corresponding data, so these headings can be italic.

B
In this table, it was possible to place the totals on the subheading lines (for example, C = G + H).

C
The entry under an italic line is not indented.

D
Carefully proofread an “inside-out” table to make sure that the cells correspond to the correct columns and rows, as in the sample column.

Table Title

The title should briefly describe the data in the table but should generally not draw conclusions or describe trends. (Interpretation belongs in the text.) Drop unnecessary beginnings, such as *number of*. Information such as *percent* and *millions of dollars* that applies to the whole table goes in the unit indicator, not in the table title.

Try to keep titles within two lines. Titles are usually in capital/lowercase style and are not underscored. The geographic areas and dates covered should appear at the end of the title (see examples 5 and 7). Use *selected* to indicate that data are not shown for every case.

Table 13.1. Revenue from Value Added Taxes in Selected Developing Countries, Selected Years, 1980–95 (Data are given for 1980, 1985, 1990, and 1995.)

Table 13.1. Revenue from Value Added Taxes in Selected Developing Countries, 1980–95 (Data are given for every year in the period 1980–95.)

No notes should hang from a table title. Information that applies to the entire table, such as definitions of terms in the title or explanations that apply to all the data, should be given as an unnumbered general table note (see Table Notes, below).

For tables meant to be compared with one another, the titles, column heads, stub heads, and notes should be worded consistently.

Unit Indicator

If all (or nearly all) the data in the table are in the same unit of measurement, that unit should be indicated below the table title, flush left, in lowercase roman letters enclosed in parentheses (see the examples). In typeset or desktopped books, the unit indicator is normally in smaller type than the column heads. Use abbreviations such as % or US\$ to save space, if necessary. Do not use *in* before the unit.

Rules

Tables ordinarily have only three full-width (“full-measure”) rules: above and below the column heads and below the last row of cells. If there is more than one level of column heads, spanner heads and spanner rules are used (see examples 2 and 5). Column heads are in italics, without underscoring, as underscoring can be confused with spanner rules.

Whether the manuscript is to be edited or is to be used as camera copy, it is important to make clear which column heads belong under a spanner head. Spanner rules must extend over all the column heads covered by a particular spanner head.

Column Heads

Each column, including the stub column, should have a head. Each head should be in initial capital/lowercase style. The stub column head is singular (*Country*, *Country and year*, *Item*, and so on). Other heads are generally singular as well. Often, *number* is unstated, as in table titles.

The column head should include the unit of measurement if it has not been identified in the title or unit indicator or if it is an exception to a unit already

A
There are three rules in a basic table,
plus any spanner rules that
are necessary.

Example 5. Sample Table with Spanner Rules

Table 3.4. *Selected Indicators for Lowinca and Sentz, 1985 and 1995*

Indicator	Lowinca		Sentz	
	1985	1995	1985	1995
Annual average GDP growth from preceding period (percent)	n.a.	2.2	n.a.	1.5
Population (millions)	12 ^a	21	23	28
Urban population (percentage of total)	45 ^a	66	52	67
Life expectancy at birth (years)	57.3	69.1	69.2	69.4
Crude birthrate (per thousand)	39	29	18	19
Crude deathrate (per thousand)	12	5	7	10
Population per physician	—	420	480	—
Food production index (1979–81 = 100)	72	110	85	112
Area (thousands of square kilometers)	121	121	224	219

— Not available.

n.a. Not applicable.

Note: Lowinca was classified as a highly indebted country in 1985 but not in 1995. Sentz suffered a severe flood, with extensive coastal erosion, in 1992.

a. Data are for 1986.

Source: World Bank estimates.

specified. Units are given in lowercase letters enclosed in parentheses on the last line of the head. To save space, units may be abbreviated, and %, \$US, and *FY* (for fiscal year) may be used. Individual notes, if any, fall at the end of the head.

Avoid more than two levels of head. A head that spans the entire table should instead be incorporated into the title. Colons and prepositions should not dangle at the end of spanner heads.

Population		rather than	Population per:	
Per physician	Per nurse		Physician	Nurse

All column heads align on the last line of each head. They are usually set in italics. The stub head should be set flush left. Other column heads are centered over their columns.

Columns should not be numbered unless they are referred to by number in the text or the numbers are used for calculations within the table. Example: *Net income (1 – 3)*, where columns 1 and 3 contain the data used in calculating net income.

Stub Heads

If items in the stub are a straightforward sequential list, the order should be readily apparent: years in chronological order, countries in alphabetical order, and so on. (Before changing the order, make sure the items are not listed according to another criterion, such as income; if they are and the basis for the order is not immediately evident, a general note may be helpful to the reader.) Items should not be numbered unless they are referred to by number in the text. A unit indicator for the row, if not specified elsewhere, is given in parentheses after the stub item; units may be abbreviated if necessary.

If two or more stub entries are not accompanied by data, those headings are italicized and set flush left. The entries under them are also set flush left (see examples 4 and 6). This setup reduces the number of indents needed and is worth doing where possible. If, however, some or all of the headings are accompanied by data, the entries are indented (see example 7). Headings in the stub should not end with colons or prepositions.

Table Body

Avoid mixing different kinds of information in a single column. If mixing is unavoidable, put unit indicators in the stub rather than in the table body. Keep horizontal rules to a minimum, and avoid vertical rules altogether.

If the table has few columns, indent the column heads and the body equally from left and right to reduce the space between columns. Leave the title and unit designator flush left, the rules full measure, and the notes and sources in their normal position (see example 6).

Data meant to be compared should have the same number of decimal places (level of significance). Query for missing decimals, if necessary, or ask author whether data may be rounded off.

Example 6. Sample Table with Subheadings in Stub

Table 7.1. *Equity Market Indicators, 1987*

(A) Country	Average market capitalization (percentage of GNP) ^a	(B) Turnover ratio (percentage of average capitalization)
<i>High-income countries</i> (C)		
Japan	92 (D)	93
United Kingdom	80	72
United States	58	93
Germany	21	161
France	18	56
<i>Developing countries</i> (C)		
Jordan	60	15
Malaysia	58	23
Chile	27	11
Korea, Rep. of	19	111
Portugal	10	44
Zimbabwe	10	4
Total (E)	n.a.	n.a.

n.a. Not applicable.

a. Five-quarter average of the total value of listed stock.

A
The stub head is flush left.

B
The note reference in the column head is roman, not italic, and it follows rather than precedes the unit indicator.

C
Two headings have no accompanying data, so they are italicized, and entries are set flush left.

D
Items in the stub are in descending order of quantities in the first column—an alternative to alphabetical order.

E
Total is indented.

Example 7. Sample Table with Indented Stub Entries, Showing Row Alignments

Table 2.5 Sectoral Shares of GDP, Shangri-La, 1960–81

<i>Sector</i>	<i>1960–64</i>	<i>1964–67</i>	<i>1967–74</i>	<i>1974–78</i>	<i>1978–81</i>
Agriculture	32.7	30.7	28.2	26.3	25.7
Food crops	—	—	—	..	0.7
Forestry products	—	—	—	26.3	25.0
Industry	24.2	25.0	26.8	26.0	24.8
Mining	—	2.4	2.0	1.3	..
Manufacturing	—	17.0	18.0	18.7	19.2
Construction	—	4.3	5.2	4.3	3.8
Electricity, gas, and water	—	1.3	1.6	1.7	1.8
Services	43.1	44.4	45.0	47.7	49.5
Transport and communication	6.9	7.2	7.5	8.8	9.5
Trade	16.0	16.6	17.3	18.6	19.0
Public administration	7.0	7.1	7.0	6.7	6.7
Other	13.2	13.5	13.2	13.6	14.3
GDP (at 1970 peso factor cost) ^a	100.0	100.0	100.0	100.0	100.0
Principal exporting sectors	Mining, sericulture	Mining, manufac-turing	Mining, manu-facturing	Agriculture, manufac-turing	Agriculture, manufac-turing

— Not available.

.. Negligible.

Note: Data may not sum to totals because of rounding.

a. Does not include goods and services from disputed areas.

Sources: Agriculture data, from World Bank 1988; all other data from Garcia 1987, pp. 43–50.

A
Table title and unit indicator are flush left. Title includes the geographic area and period of time covered by the data. The unit indicator is roman, not italic.

B
Data align with last row of stub entry (but see D below).

C
Entries in stub are indented one em space under stub headings. Runover lines are indented two ems to distinguish them from subentries that are indented one em. A space (usually 4 points) is left between stub headings.

D
Because there are two rows of data, the upper row of data aligns with the first line of the stub heading.

E
Order of notes and sources: symbol indicators, general note, specific (lettered) note, source note. Mark all to be indented one em, with runovers flush left.

F
Dates may be in parentheses or not. Be consistent.

No cell of the table should be blank. Use an em dash to identify cells for which data are not available, and use “n.a.” (but without the quotation marks) to indicate not applicable. Two periods (..) may be used to indicate negligible amounts. If the quantity in a cell is zero, 0 should be used. Set a zero before any decimal less than 1 (for example, 0.45).

The symbol “n.a.” is aligned on the right. Dashes and dots are centered on the column. Cells are aligned on the right or on the decimal; note indicators are hung outside the right alignment. Verbal material is usually aligned on the left, with runover lines indented 1 em.

Each row of data aligns horizontally with the corresponding entry in the stub column. If the stub entry occupies more than one line and the row of data itself is only one line, the row aligns on the last line of the entry. If any part of the row contains more than one line of data, the row aligns on the first line of the entry (see example 7).

Table Notes

All notes should go at the end of the table. The correct order is (1) symbol definitions, (2) general notes, (3) specific notes, and (4) sources (see examples 5, 6, and 7). All notes are indented, with runovers flush left.

Symbols include “n.a.,” the em dash, two periods (zero or insignificant), and asterisks (to indicate significance).

General notes may include information that applies to the table as a whole, such as *Data may not add to totals because of rounding* or any other comments about the data or definitions of terms. General notes begin with *Note* (always singular, always italic).

Specific notes apply to discrete parts of the table and are indicated by roman lowercase letters. The order of notes is alphabetical and should correspond to the order in which a reader would encounter notes, reading from left to right and from top to bottom of the table. The same note and note designator (superscript letter, asterisk, or other mark) may be used for two or more elements.

Source notes should be given for every table, even if a broad expression such as *World Bank data* is the only appropriate source. If there will be a reference list, use the author-date format for the source note. Source notes begin *Source:* or *Sources:* (always italic).

Figures

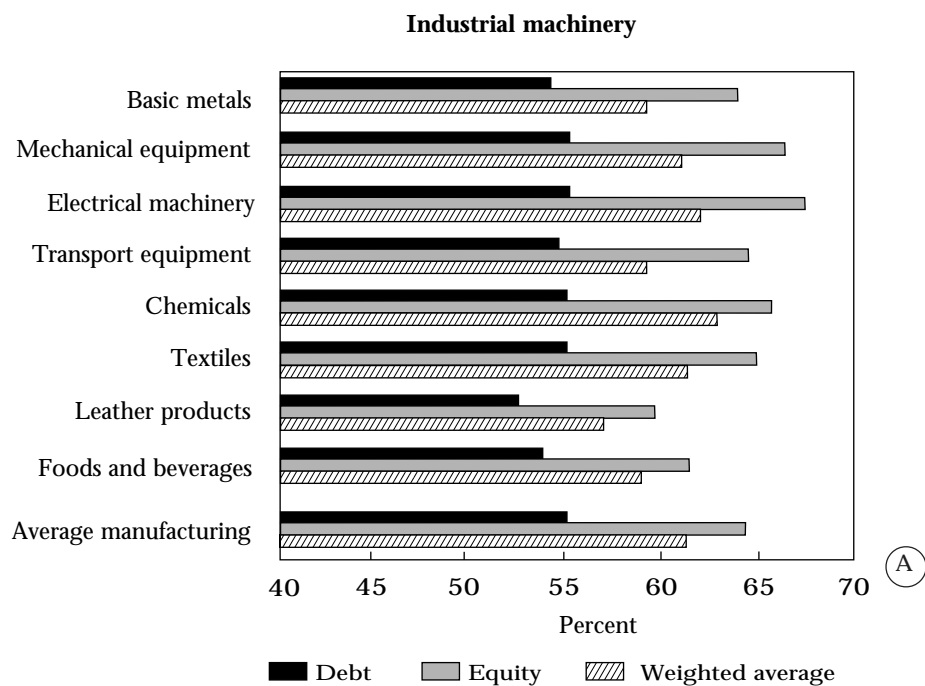
Figures can help enliven the text, and they can be useful tools for conveying information and providing a visual break in the text. To be effective, however, they must be uncluttered, easy to read, and informative. If a figure is too crowded or complicated, it may be better to make it into a table or break it into separate panels or separate figures.

Designing and Editing Figures

Keep the design of figures simple. Use graphics software, but make sure to give the desktopper files with the complete set of data used in preparing the figures. Choose the figure type according to the data you want to show. In general, use pie charts for showing shares of a whole, line graphs for time series, bar graphs for time series or comparison of quantities, scattergrams for correlations, and diagrams for processes or structural relationships. Consider turning a bar graph 90 degrees to allow more room for verbal labels (see example 8). Use line graphs only when data are continuous. (If, for example, the graph really shows year-end data, it is misleading to use points connected with lines, as though monthly data were available.)

Example 8. Sample Figure with Horizontal Bars

Figure 7.3 Marginal Effective Tax Rates on Industrial Marketing, 1990s

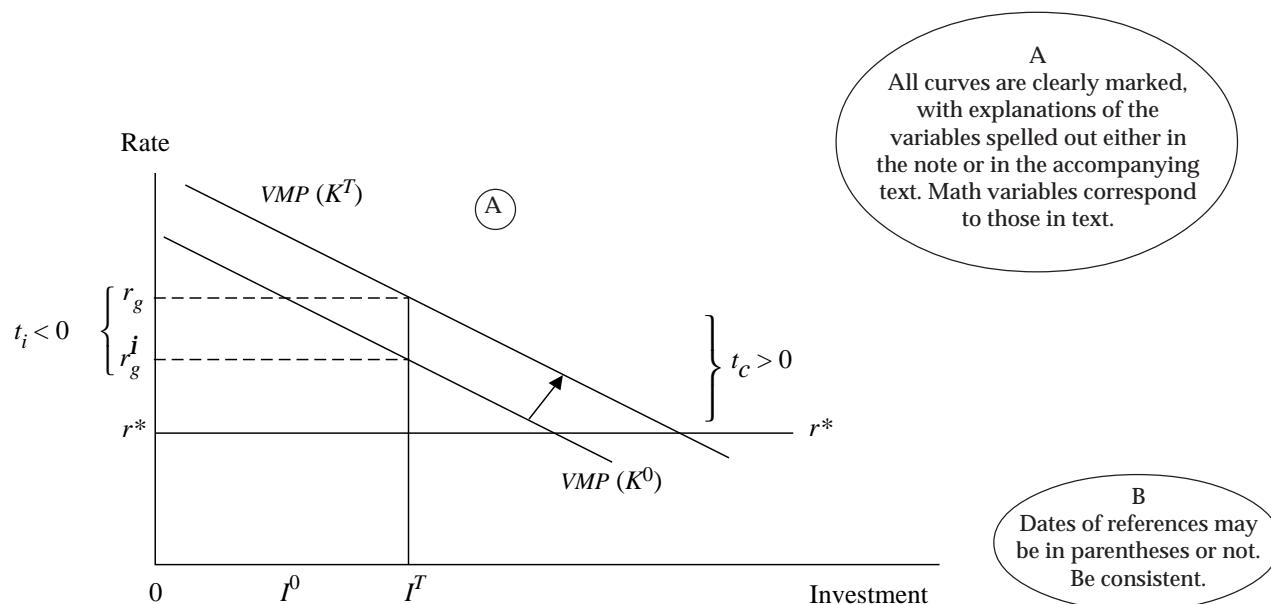


Source: Shah 1995.

A
Axes are marked, and ticks
are only at necessary
intervals.

Example 9. Sample Figure with Math Variables

Figure 9A-2. Positive Direct Tax Wedge and Negative Indirect Tax Wedge
($t_c > 0$ and $t_i < 0$)



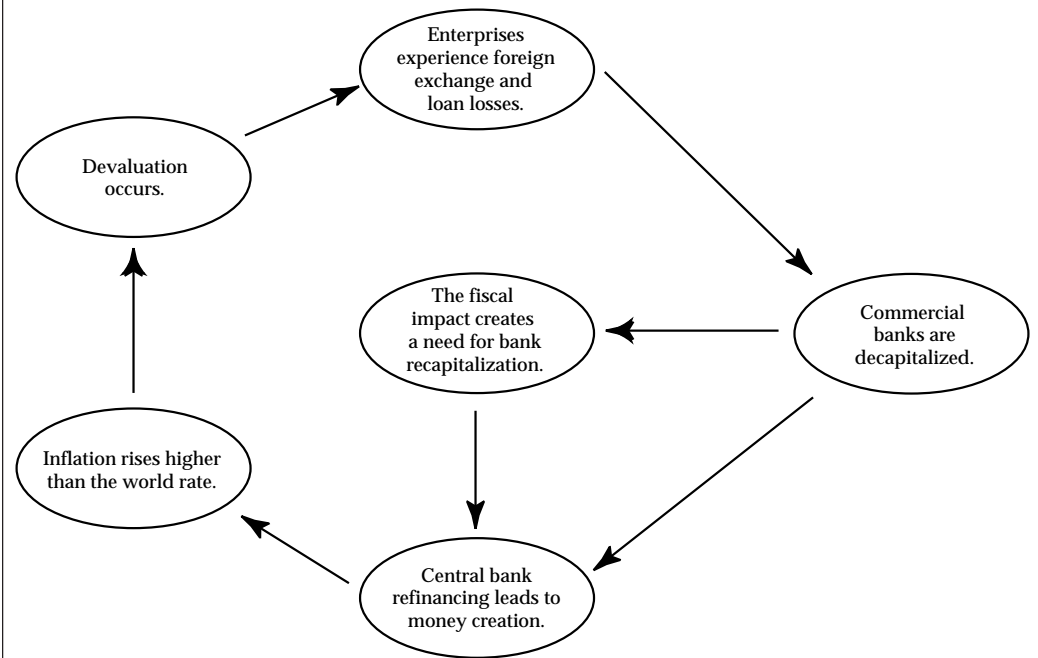
Note: t_i = indirect tax wedge; t_c = corporate tax wedge; r_g^i = gross-of-total-tax rate of return; r_g = gross-of-corporate-tax rate of return; r^* = world interest rate.

Source: Shah 1995.

(B)

Example 10. A Schematic Figure

Figure 1.2 The Vicious Circle of Financial Distress



Source: Sheng 1996.

Try to avoid putting labels on the graph to show exact values of bars or points; it should be possible to read the values from the axes. Use three-dimensional graphs with extreme caution because they are difficult to interpret. Unclutter a crowded graph by adding a key.

Make sure that similar data are worded and treated consistently throughout the book; for example, *GDP per capita* should be plotted on the same type of graph line from figure to figure. Make graph labels short and informative, and keep the axis labels at consistent intervals (see example 8).

Math expressions in figures follow the rules given on pages 30–31. Latin variables are italic, and Greek letters should be in the same style as those in the text (see example 9).

Write a title that reflects the contents of the figure. Specify the units of measurement—in the axis labels (with an initial capital), or, if the same unit applies to both axes, in a unit indicator line below the title. Numbers, notes, and sources follow the rules given under Tables. Make sure that the figure and its labels are readable and consistent and that all necessary elements are present. Use of cap/lowercase style must be consistent. Abbreviations must be spelled out or explained in a note. Like labels should have a like grammatical structure, and complete sentences must end with a period (see example 10).

Preparing Figures for the Desktopper

The editor should make sure that the figures are in a format that the desktopper can use and that the complete data needed to construct the figure are available.

Figures in a picture format or in a format not compatible with the desktopper's system can be imported but cannot be edited, and they often cannot be resized. In formal publications, in which appearance and consistency are important, figures that cannot be modified may have to be completely redrawn.

Before sending figures to the desktopper, make sure that the editing marks are readable; if necessary, type out a clean copy of the labels. If the figure contains long notes or long source notes, it may be helpful to provide the desktopper with hard copy and an electronic file for those textlike items.

Mark the hard copy for any graphic changes the desktopper needs to make: for example, patterns instead of shading to distinguish bar graphs, y-axis label set horizontally at the top of the axis rather than sideways along it; or a key that replaces labels within the figure. If years are used on the x-axis, the desktopper may decide whether to use, for example, 92 or 1992, depending on available space. (Do not use the additional axis label *Years*.)

Maps

All maps showing country boundaries, whether prepared by the World Bank's Map Design unit or by another source, must be approved by the Map Design unit not more than six weeks before the book goes to the printer. Clearance is the responsibility of the author. The requirement applies to maps that appear on the cover, in the text, or at the back of the book.

Authors must complete the map information block on the publications submission form (which can be printed out from www-ext/pubs). Authors should consult EXTOP when the manuscript is submitted about maps that may require special production arrangements.

Other Special Formats

This section covers run-in and displayed lists, quotations, boxes, and mathematics.

Lists

The overuse of displayed lists can make a manuscript look skeletal. Consider first whether it would be best to incorporate the list into regular text—a strategy that often works well for very short or very long lists. You might spell out *first*, *second*, and so on in the text as guideposts (never use *firstly*, *secondly*). If items in a run-in list need to be designated formally, use a consistent method from one list to the next; a mixture of systems can be distracting. We prefer lowercase letters (*a*, *b*, *c*). Numbers are best reserved to indicate sequence or priority. Avoid roman numerals.

For lists in text, the numbers or letters should be within parentheses (don't use a lone closing parenthesis). A colon should not be used to introduce a list that forms a complement or object of some element earlier in the sentence.

The project's main functional objectives are (a) to supply better-quality cattle to small farmers and landless laborers, because only high-producing milk animals will give small producers the economic foundation they need; (b) to provide loans and subsidies to small producers, especially for cross-bred heifers; and (c) to organize small producers into dairy cooperatives and dairy unions to facilitate marketing and to provide services they could not otherwise afford.

Items in such a list may be referred to later: *The greatest progress was made in achieving objective (a)*. It is best, however, to keep lists simple. Letters and numerals make the passage look stiff and institutional, and they are often not really needed.

For lists with long or complex items, or for emphasis, use a displayed list. Begin each item on a line by itself. Do not use subentries. Introduce such a displayed list with a colon. Items in a displayed list should usually be set off by bullets, but letters or numbers are acceptable. Item numbers and letters in displayed lists are followed by periods, not enclosed in parentheses. Each item in a displayed list should begin with a capital letter.

Items end with periods if at least one of the items is a complete sentence. (See, for example, the list on page 4 of this manual.) If the final item ends a sentence, it should be followed by a period.

"Win-win" approaches for reducing poverty without sacrificing overall growth performance include:

- Macroeconomic policies that achieve stabilization and provide incentives for employment-creating production
- Sectoral policies that encourage employment of the poor and improve social services
- Rural development, including strategic infrastructure, agricultural research and extension programs, and investment policies that do not discriminate against labor.

For all lists, whether displayed or run in, make the grammatical structure and styling of items parallel.

Quotations

Use points of ellipsis (with spaces between) to indicate that something is missing in a quotation. Ellipses are not needed to show that the beginning or the end of the sentence has not been quoted. The case of a letter may be changed in quoted matter to suit the syntax.

Original: Dissemination of information to local groups affected by the projects supported by the Bank is essential for the effective implementation and sustainability of projects.

Quoted: The World Bank's policy on disclosure of information states that "dissemination of information to local groups affected by . . . projects . . . is essential for the effective implementation and sustainability of projects."

To denote an omission between sentences, use a period (with no space preceding it) followed by three spaced points of ellipsis.

If a quotation is longer than about 10 lines, set it off as a block quotation, with a space above and below. The general rule is to indent the quotation. Indentation from the right as well is permissible but not necessary. In two-column documents, it may be better to set the block quotation in smaller type with no indents.

Do not use quotation marks around a block quotation. Quotation marks within the block should be double. The source for a block quotation may be cited in the introductory sentence or may be placed in parentheses at the end of the block, after the final period and with no end punctuation of its own.

Sources (including page numbers) must be cited for all quotations. If a page number cannot be provided, the quotation should be paraphrased. It is the author's responsibility to provide complete citations for quotations and to secure written permission to use long quotations from published sources. See appendix H for detailed guidance on permissions.

Boxes

Boxes must be short. A one-page box in a 6" x 9" book is about 400 words. No box should be allowed to go over two pages. Boxes that are longer than two pages and cannot be cut can be made into appendixes. Boxes that are highly technical or institutional (texts of operational memoranda, for example) should become appendixes to the chapter or the book. Boxes of only a few lines should be integrated into text or perhaps folded into another box.

A box may contain a table or figure. If however, if it consists of columns, it should be treated and numbered as a table, and if it is entirely graphical, it should be treated and numbered as a figure.

Every box should have a number and should be cited by number in the text. Titles of boxes, tables, and figures within a document should be in the same style and typeface.

Boxes are, ideally, interesting sidelights on the text. They should not contain notes. Sources for boxes may be integrated into the box, run in at the end of the box in the form of an author-date citation, or given in the Acknowledgments or Notes to the book. If a separate source line is unavoidable, it should be treated exactly like source lines for figures and tables: set in smaller type (usually 8 points), one-half line below the end of the box text.

Shading on boxes is unnecessary. In camera-ready copy for facsimile series, shading should be avoided because it may cause problems in printing.

Mathematics

Box 3 provides general hints on preparing mathematical copy. For rules on copy-editing mathematics, see *Chicago* (chapter 13). Another helpful book is *Mathematics into Type*, by Ellen Swanson. Here are a few general rules, with examples.

Numbering and Displaying

Number only displayed equations—those on a line by themselves—and only if they are referred to by this numbering in the text. The style for text references to a numbered equation is *As shown in equation 1.1* or (if the word *equation* is not used), *As shown in (1.1)*. Use consecutive numbers or double numbers by chapter; see the advice under Tables and Figures.

A numbered equation must not be run into text; it must be displayed. So, too, should any equation that requires more than one vertical line space. Note that subscripts, superscripts, overbars, and overdots all are considered to fit within a single line space and that “text size” summation and integration signs, with supers and subs for indexes, can be used. Displayed equations are centered on the line.

Stack only displayed equations. Use slashes for expressions in text:

$$EXH/YH \quad \text{not} \quad \frac{EXH}{YH}$$

Alignment

Displayed equations are most often centered, and the equation number is flush left, enclosed in parentheses. Mathematical notes about the equations (such as

Box 3. Preparing Mathematical Copy

In some ways electronic processing makes it easier to handle math; correctly entered symbols and letters can be easily distinguished from similar characters. A danger, however, is that math expressions may not convert well into the desktopper’s or typesetter’s program. Math done in the equation editor feature is especially prone to conversion errors. Simple expressions contained in text are more stable but can lose their embellishments, and alignments are easily distorted. Hard copy, marked up as necessary, is a must. It is the editor’s job to mark up the copy, but it is the author’s responsibility to make sure that the manuscript is correct.

Author: Check and correct all mathematical equations before submitting the manuscript to the Office of the Publisher. For camera-ready copy, all the math must be in final form. If the manuscript is to be edited, handwritten corrections are acceptable. Also for manuscript to be edited, notes on unusual symbols and on ambiguous characters (such as lowercase versus uppercase Greek *phi*, lowercase *ell* that might be read as numeral 1, or subscript zeros that could be read as *ohs*) will be helpful.

Editor: If the hard copy is easy to read, a minimum of marking is necessary. “Greeks” need be identified only on first occurrence, and the typesetter can be given blanket instructions to “make all letter values italic” and “set thin spaces around operational signs.” The editor should mark abbreviated forms of mathematical terms (such as log, max, and min) that are not to be italicized, alignments, and any unusual or ambiguous symbols. Minuses should be coded (or marked by hand) as en dashes, not hyphens.

values of R^2) are usually flush right, if they fit, or are centered below the equation.

Any equation, displayed or run in, that is more than a line long should be broken before an operational sign. Runover lines of displayed equations should be aligned at the left of the first factor after the equal sign.

Punctuation

Do not use commas at the end of displayed equations. Do use a period if the equation ends a sentence. Make sure parentheses, brackets, and braces are in pairs.

The use of footnotes greatly complicates page makeup and increases typesetting costs. World Bank style is therefore to group notes as endnotes. Notes, reference lists, and bibliographies are usually set smaller than the text.

Notes and References

Notes

Notes should be limited to lengthy citations of sources, to acknowledgments, and to information or discussion that is clearly an aside and would interrupt the flow of the text. Brief cross-references to other parts of the book (*see chapter 6*) and brief references to sources (*see Smith 1990, p. 2*) should be integrated into the text, where they are most easily seen by the reader. Qualifications and clarifications that are essential for the reader's understanding should be included in the text, not in notes. When possible, references to points of view different from those of the author should be incorporated into the text.

If chapters are written by different, identified authors, notes are placed at the end of each chapter. If the entire work is written by a single author or by a team of collaborators, notes are placed after the last chapter or appendix but before the bibliography. In either case, notes should be numbered consecutively, beginning with 1, throughout each chapter. An unnumbered note may be used at the beginning of the Notes section to identify the chapter authors, acknowledge contributors, or give other general information.

Note designators (superscript numbers in text, superscript letters in tables) should never appear on headings or titles. If possible, they should be put at the end of a sentence, outside the period and any parenthesis.

Ten years of neglect in Lowinca have led to a state of virtual chaos in agriculture (Smith 1995).¹

In the Notes section, the numbers are indented, set on the text line, and followed by a period. The Notes section would then begin:

Notes

1. Horticultural data for this chapter were made available by Pierre Lapin.

The Author-Date System

The author-date style of reference uses the author's last name exactly as cited in the reference list and the publication date. For example:

... was found to be "an essential part of macroeconomic reform" (Smith 1988, p. 55) or (Smith 1988:55).

Smith (1988) found the reduction of subsidies essential . . .

For consistency, if the author-date style is used in text, it is also used in notes, tables, and figures. The full citation for table sources, for example, should be included in the list of references, not in the table source notes. Exception: Titles of annuals may be cited in table and figure sources.

World Bank, *World Tables*, various years.

When citing multiple works by the same author in the same year, repeat the year.

Harvey (1994a, 1994b)

In text, use the authors' first names or two initials only when it is necessary to distinguish two authors with the same last name (*K. S. Lee 1978; Y. J. Lee 1979*).

When there are no more than three authors or editors of a single work, give the names of all authors (*Fei, Ranis, and Kuo 1980*). For more than three authors use the last name of the first author with the phrase *and others* added (*Watanatada and others 1987, 1989*); note that in the reference list itself, all the authors are listed.

Do not use *ibid.* or *op. cit.* Instead, repeat the author-date reference, for the sake of the reader.

If the author-date method of citation is used in text, citations in the reference list should begin with the author's name, followed immediately by the year of publication, so that the text citation can be easily identified. If the author-date method is not used, the order of elements in the citation (author, title, date, and so on) may be determined by internal consistency.

Bibliographies and Reference Lists

A list entitled *References* should include every item cited in the text, boxes, notes, tables, and figures; sources not specifically referred to should be omitted. A *Bibliography* may include sources not cited in the text, as well as other material such as annotations, descriptions of background material, or lists of recommended readings. See box 4 for hints on checking references.

When each chapter in a volume is by a different contributor, a list of references or a bibliography appears at the end of each chapter, following the notes. When the same author or authors wrote the entire book, the list appears at the back of the book.

The author's name is given with the last name first: *Salmen, Lawrence F.* When there is more than one author or editor, only the first person's name is inverted: *Chenery, Hollis, and Moshe Syrquin* (note the comma after the first name of the first author).

The reference should include a first name or two initials for at least the first author named. A single initial is often not sufficient to identify the author (S. Bhalla could be *Sheila Bhalla* or *Surjit Bhalla*).

When the author is an institution, it is often desirable to use a shortened name (*IMF* rather than *International Monetary Fund*, for example). In that case, the shortened form should be used in the reference list or bibliography, with the full name added in parentheses:

OECD (Organisation for Economic Co-operation and Development). 1993a. *Employment Outlook*. Paris.

Works by the same author or group of authors are arranged chronologically, from earliest to most recent; use a, b, c, and so forth immediately after the date

Box 4. Tips for Editors: Checking References

Check author-date references in the text, notes, tables, and figures against the full citation. Query missing or ambiguous citations at the text reference and in the References or Bibliography, as well as in tables and figures.

In the reference list, keep track of each reference cited so that at the end of the job you can identify and query the author about entries that are not cited in the text, tables, figures, or notes.

When citing multiple works by the same author published in the same year, list the titles within the same year in alphabetical order. For successive works by the same author or identical group of authors, a 3-em dash (9 hyphens in type-written copy) replaces the author's name.

Krueger, Anne O. 1980a. "The Development Role of the Foreign Sector and Aid: Studies in the Modernization of the Republic of Korea, 1945–75." Harvard University, Council on East Asian Studies, Cambridge, Mass.

----- . 1980b. "Trade Policy as an Input to Development." *American Economic Review* 70(2):288–92.

A single-author entry comes before a two-author entry beginning with the same name; similarly, a two-author entry precedes a three-author entry, and a three-author entry comes before multiple-author entries.

Auerbach, Alan J., and Laurence J. Kotlikoff. 1987. *Dynamic Fiscal Policy*. Cambridge, U.K.: Cambridge University Press.

Auerbach, Alan J., Kevin A. Hassett, and Stephen D. Oliner. 1994. "Reassessing the Social Returns to Equipment Investment." *Quarterly Journal of Economics* 109(3):789–802.

Formally Published Materials

Books. The reference to a book needs to contain full and accurate names of all authors or editors, year of publication (not year when written or even when first published, but year of the edition cited), full and accurate title and subtitle (in italics), place of publication (including abbreviated state names for less well known U.S. cities or where there is a chance of confusion), and name of the publisher or of the institution from which the work is available. If the work is part of a multivolume work, the series title and volume title are italicized, but the volume number is not.

Hoover, Edgar M., and Raymond Vernon. 1959. *Anatomy of a Metropolis*. Cambridge, Mass.: Harvard University Press.

Krueger, Anne O., Maurice Schiff, and Alberto Valdés. 1991. *The Political Economy of Agricultural Pricing Policy*. Vol. 1: *Latin America*. Baltimore: The Johns Hopkins University Press.

Chapters in a book. It is not necessary to give the page numbers of the chapter.

Williamson, John. 1988. "Exchange Reserves as Shock Absorbers." In Rudiger Dornbusch and F. Leslie C. H. Helmers, eds., *The Open Economy: Tools for Policymakers in Developing Countries*. New York: Oxford University Press.

If several chapters are cited from the same book, it is better to list the book in the bibliography by the editors' names.

Dornbusch, Rudiger, and F. Leslie C. H. Helmers, eds. 1988, *The Open Economy: Tools for Policymakers in Developing Countries*. New York: Oxford University Press.

In the text, the chapter would then be cited as:

According to John Williamson (in Dornbusch and Helmers 1988)...

Journals. References to journal articles need to include the full titles of the article and the journal, together with the volume, issue number (or month), and inclusive page numbers. The issue number may be omitted if the journal is paginated consecutively throughout the volume (rather than consecutively for each issue).

Auty, Richard M., and Alan H. Gelb. "Oil Windfalls in a Small Parliamentary Democracy: Their Impact on Trinidad and Tobago." *World Development* 14(9):1161-75.

In this example, 14 is the volume number, 9 is the issue number, and 1161-75 are the page numbers. Other ways of treating volume, issue, and pages may be used (such as *14, no. 9: 1161-75*), as long as citations are consistent within a work. There is no need to cite the month unless it stands in place of the number.

Benassy, J. P. 1975. "Neo-Keynesian Disequilibrium Theory in a Monetary Economy." *Review of Economic Studies* 42(October):503-24.

Institutional and governmental documents. Spell out the name of the institutional author or publisher, for the reader's sake. When the institution is named as the author or in the series title, it need not be repeated as publisher.

Central Bank of Ceylon. Various years. *Annual Report*. Colombo.

IBD (Inter-American Development Bank). 1986. "Jamaica Land Titling Project Feasibility Report." Washington, D.C.

For governmental publications, the name of the country is usually given first, followed by the name of the ministry or department. The text citation for the example below could be simply *Tanzania 1982* unless reports by other government agencies are represented in the reference list.

Tanzania, Ministry of Agriculture. 1982. *The Tanzania National Agricultural Policy: Final Report*. Task Force on National Agricultural Policy, Dar es Salaam.

If the work in question focuses exclusively on one country, it is not necessary to include the country name in the reference citations. Thus if the example above were from a country study of Tanzania, it could be cited in the text and reference list as *Ministry of Agriculture (1982)*.

For undated material, use the abbreviation *n.d.* in place of the year. Citations of several editions of an annual publication such as the IMF's *International Financial Statistics* may give the phrase *various years* in place of the year: *According to IMF (various years)*. Works known to be accepted for publication but not yet issued can be listed with *forthcoming* in place of the year.

Jones (forthcoming) writes that. . .

World Bank publications. Official Bank publications are published through the Office of the Publisher (sometimes as copublications with Oxford University Press, The John Hopkins University Press, or another publisher) and are publicly available. They are most easily identified by their copyright pages, which contain Library of Congress Cataloging-in-Publication (CIP) data, or an International Standard Book Number (ISBN), or both. Refer to the Publications page on the Bank's website (<http://www.worldbank.org>) to verify bibliographical information.

Gittinger, J. Price, Joanne Leslie, and Caroline Hoisington, eds. 1987. *Food Policy: Integrating Supply, Distribution, and Consumption*. Baltimore: The Johns Hopkins University Press.

Syrquin, Moshe, and Hollis B. Chenery. 1989. *Patterns of Development, 1950 to 1983*. World Bank Discussion Paper 41. Washington, D.C.

A World Bank Staff Working Paper dated 1985 or earlier may belong to the discontinued formally published series of that name. The World Bank editor will be able to check the records. "Working Papers" issued after 1985 are likely to be informal Policy Research Working Papers ("blue covers"), available only from the sponsoring department.

If no specific author or Bank department is listed on the title page, the author is *World Bank*.

World Bank. 1994. *World Development Report 1994: Infrastructure for Development*. New York: Oxford University Press.

Informally Published Materials

Informally published materials do not carry the information that enables a document to be entered into searchable international bibliographic data bases: an ISBN, an ISSN, or CIP data from the Library of Congress. Because such materials can be difficult for the reader to track down, be as detailed as possible in citing them. At the very least, include the institution from which the work is available and its location. The title of an informally published item is set in quotation marks, never italicized or underscored. The general order of information is author, date (month is not needed), title, description (dissertation, seminar paper, and so on), institution, department of the institution, city, and state or country, if needed.

In the absence of other information indicating the nature of the document, such as *Ph.D. diss.*, the word *processed* (not the outdated *mimeo*) may be used to indicate that the document may be available only from the author or the sponsoring institution. In that case, add a note at the beginning of the bibliography or reference list:

The word *processed* describes informally reproduced works that may not be commonly available through libraries.

Schenone, Osvaldo H. 1986. "Export Promotion in Colombia, 1984-86." World Bank, Latin America and the Caribbean Regional Office, Country Department II, Washington, D.C. Processed.

World Bank documents. Informal documents prepared within the World Bank may be cited if they are available on request. Many World Bank reports are available from the World Bank InfoShop.

World Bank documents that are not available to the public may include working drafts, internal memoranda, and reports that contain proprietary information. It is no favor to researchers and scholars to cite material that cannot be released. Refer to such material as *World Bank data* or *an internal World Bank report* (or some similar phrase) without being specific. The individual who did the research or prepared the report may be acknowledged by name in the preface or in a note, the way a personal communication would be cited.

Many informal documents (such as Policy Research Working Papers) are meant to be distributed and may be cited. The name of the sponsoring department must be included in the citation so that a reader's request for the document goes to the correct office instead of making a time-consuming circuit around the Bank.

Bernstein, Jeffrey, and Anwar Shah. 1993. "Corporate Tax Structure and Production." Policy Research Working Paper 1196. World Bank, Policy Research Department, Washington, D.C.

If no specific author is listed on the *title page* (ignore mentions of authorship elsewhere), the author is *World Bank*.

Non-Bank sources. It may be difficult to determine whether material from outside the Bank is formally published. "Working papers," however, are usually informal, as are documents from a university department rather than from the university press.

Ingram, Gregory K. 1976. "Reductions in Auto Use from Carpools and Improved Transit." Discussion Paper D76-10. Harvard University, Graduate School of Design, Department of City and Regional Planning, Cambridge, Mass.

Lakshmann, T. R. 1964. "A Model for the Distribution of Urban Activities: Formulation, Evaluation, and Reformulation." Paper presented at the seminar on Models of Land Use Development, University of Pennsylvania, Institute of Urban Studies, October 22-26. Alan M. Voorhees & Associates, Washington, D.C.

Moore, Richard James Thomas. 1977. "Assimilation and Political Participation among the Poor in Guayaquil, Ecuador." Ph.D. diss. University of Texas at Austin, Department of Economics.

Stevens, Carl M. 1975. "Health, Employment, and Income Distribution." World Employment Programme Research Working Paper. Provisional Draft WE2-25/WP21. International Labour Office, Geneva.

This section covers basic principles for handling manuscript submitted to the Office of the Publisher. Box 5 contains some common terms used in book production. Box 6 contains suggestions that will help authors and editors avoid costly, time-consuming, and irritating mistakes.

Contractors offering integrated editing, proofreading, and desktopping services may find this section useful as a guide to what the World Bank expects will be done in the course of book production. Contractors will, however, want to adapt these instructions to their own working arrangements.

Materials to be Edited and Desktopped by a Contractor

For certain categories of books, EXTOP manages editing, proofreading, and desktopping on behalf of the sponsor. The costs of these services are borne by the sponsor.

For manuscripts that will be edited and desktopped, do not try to make up final pages with hard page breaks, hard end-of-line breaks, box rules and shading, and complex layouts. Do not expend time on setting up elaborate title and contents pages, as these elements will be reset to match the series format.

Embedded elements such as tables and boxes will have to be converted to plain text before they can be edited and desktopped. Therefore, do not embed tables, figures, and boxes in the chapter text. Put the *text* for each chapter in a separate file. Group boxes and figures in separate files. Put tables in separate files by chapter or (if the tables are large) in a separate file for each table.

Use the Style feature of your word-processing program to identify different levels of heading, normal text, extracts, and the like. (But do not use the Text Box style; boxes should be in a separate file of their own without special formatting.) The style tags will convert into the desktopper's program, whereas individual formatting codes (fonts, for example) might not survive conversion and, moreover, might not be the correct formats for the series.

Use italics (rather than underline) to indicate italics.

Camera-Ready Copy Prepared by Authors or Consultants

Camera-ready copy for Discussion Papers, Technical Papers, departmental series, and most other 8-1/2" x 11" "facsimile" books is printed, for the most part, as it stands, with only a quick production edit by EXTOP. EXTOP desktops title pages, copyright pages, and covers for most facsimile series and reviews the copy to make sure that basic publications standards for these series are met (see appendix B, Guidelines for Facsimiles).

Camera-ready copy should be submitted with all the notes, boxes, tables, and figures in place. All pages containing text should carry page numbers.

The book will be printed as two-sided copy, so assign blank pages accordingly. For example, a part title will be a right-hand page and will be assigned an odd number. (See example 1 in Parts of the Book.)

Do not print out page numbers on blank pages or on pages that contain only titles, with no text.

Avoid boldface type except for titles and headings.

Do not use screens or shading for boxes or tables. For figures, use patterns or distinct degrees of shading.

Box 5. Terms to Know

An effort has been made to keep technical terms out of this manual. But in practical work, technical terms have their uses: they are precise, they mean the same thing to everyone involved in the project, and they make long explanations unnecessary. Here are a few that authors and editors may want to know.

Bluelines. The printer's proof of the film that will be used to make printing plates.

Callout. The first reference in text to a box, figure, or table. Every box, figure, or table should have a callout because (a) the desktopper uses the callout to ensure that the element is being put in the correct place, and (b) the reason for having the item at all is to illustrate some point in the text.

CIP (Cataloging-in-Publication). EXTOP tries to ensure that every nonannual book carries a CIP block from the Library of Congress. Analyzing the book and preparing an entry takes at least four weeks, so time has to be allowed for obtaining the CIP. The title, subtitle, and order and spelling of authors' names should be final before the CIP application is submitted.

Displayed. On a line by itself. Refers to titles, headings, and equations.

Folio. Refers to the roman or arabic number printed on the page (or *not* printed; a page with no printed number has a *blind folio*). Folios usually go on the same line as the *running head*. On chapter opening pages, pages with a *turned* or *landscape* element, and other pages with no running head, the folio goes at the bottom of the page (*drop folio*).

FPO. "For position only." Maps, figures, and photos on proofs may just be place-holders for the real thing that will be added ("stripped in") by the printer. The notation "FPO" alerts the printer that something has to be stripped in.

Proofs. Typeset or desktopped pages. First proofs (*galley*s are almost never seen any more) are likely to have the figures, tables, and boxes in place, but the layout may not be final. For example, pages may not be aligned. The author should read first proofs carefully and try to make all corrections at that "rough" stage.

Running heads: The identification lines, not part of the text, that are printed at the top of the page. Like curbstones, they are useful—they define the top of the page and are a handy guide to the content—and like curbstones, they should not be obtrusive and distracting. If a running head is too long, shorten it (don't break it across facing pages). Running heads might show, for example, the book title (left) and the chapter title (right) or the chapter authors' names (left) and the chapter title (right). The folio goes on the same line as the running head, on the outside margin.

Turned. Sideways, "landscape." A table or figure too wide to be "upright" can be turned and run on a page with no running head and with a drop folio. It is preferable to run the table on a left-hand page, with its title forming a neat left-hand margin and its bottom (often ragged because of notes) toward the inside, or *gutter*, of the book.

Box 6. Book Production Basics: Cooperation and Courtesy

Authors are used to working with electronic files. But as soon as the book passes into the editor's hands, all the author's changes, except for long inserts, must be made in colored pencil or ink on hard copy. (See the guidelines for the author under Editing and Proofreading.) If the author presents the editor with a new electronic file, the editing will be lost and will have to be redone. Unless changes to a passage are extremely heavy, it is easier for the editor to enter the author's changes than to start over.

On proofs, too, mark on hard copy only, in colored pencil or ink. Books have been delayed because the author made all the changes on electronic files, forcing the desktopper to begin anew.

Authors will find it advantageous to use standard proofreading symbols. (Look for "Proofreaders' marks" in any dictionary, or see *Chicago*, figure 3.1, or a secretarial handbook.) The symbols are more readable and take up less room than verbal instructions, and they are often more precise. For example, "Change back" or "Use original" written in the margin of an edited manuscript doesn't tell an editor how much of the original to put back. There is much less room for error if the author writes "stet" ("let it stand") in the margin and puts dots under just those words that are to be restored.

Editors must redline manuscripts to make sure that all alterations, except for the most routine changes in capitalization, punctuation, and hyphenation, are visible to the author. Proofreaders' changes must be reviewed by the editor before being submitted to the desktopper. If there is any doubt about whether a change should be made, the author should be consulted beforehand or queried on the revised proofs.

If language versions are being prepared while the book is being typeset, copies of the successive proofs, with all changes clearly marked and readable, should be given to EXTOP for the translators. This will allow the translators to see immediately what has been changed so they can revise the language version accordingly.

Finally: authors, editors, proofreaders, desktoppers, translators, and printers are all human. Mistakes happen; misunderstandings occur. All those involved in a book project need to work together with mutual respect and good cheer to bring out a readable, attractive, accurate book—a book that will be all the better because many different people with different talents and points of view have cooperated in its making.

For the Editor

Editing

Before you edit, check the hard copy and electronic files to make sure they are legible and complete. Discuss any problems or questions immediately with the World Bank person managing the job; better to ask too many questions than to do work that will have to be undone.

As you edit, compile a style sheet covering points not dealt with in this manual.

Use strikeouts and bold or shaded type (through the redlining feature in WordPerfect or the Revisions feature on the Tools menu in Word) to leave a trail of your work. One space should remain between words. A redlined space should be added between a deleted word and an inserted word.

You may change the case of a letter simply by deleting the capital or lower-case letter and typing a new redlined one. Delete and replace whole words: make it ~~of~~**on** instead of ~~of~~**n**. Do this for the author's sake and so that you can run the spell checker.

Queries may be entered directly in the manuscript, with some distinguishing marks (such as double brackets, << >>), or in bold, or both. It is helpful to use a highlighting pen to flag queries when you make your final printout of the manuscript. Or, use the Annotations feature of your word-processing program to produce a separate sheet of queries. Do not use Post-Its or similar flags; they impede photocopying and are easily lost.

For the Author

When editing is complete, you will receive an electronically marked-up ("redlined") copy and, in some cases, a cleaned-up copy of the manuscript, as well as memos from the editor concerning the work that has been done. Queries will be on the manuscript or (if long or complex) on separate sheets.

Please answer all queries, including requests for bibliographic information. Make any changes and corrections in a contrasting color.

Additions or revisions of more than one line should be typed on separate sheets and marked as inserts. For long inserts (a paragraph or more), please provide an electronic file in the same program as the original manuscript.

Do not change spellings or hyphenations of words that are not proper nouns; the manuscript has been edited in conformity with World Bank style, which is based on *Webster's*.

Make all corrections at the manuscript stage rather than on proofs. Resetting type because of authors' alterations is costly and time-consuming. Alteration charges amounting to more than 10 percent of the base typesetting cost will be the responsibility of the originating department.

Check equations, tables, and figures carefully to make sure that all the information is correct.

Do not worry about layout at the manuscript stage. For example, a head may fall at the bottom of a manuscript page, but on the typeset or desktopped proof the head will be in the correct position. Similarly, manuscript tables, figures, and boxes are usually gathered after the text pages; they will be integrated into the text in first or second proofs.

Proofreading

For the Proofreader

You will receive the master proof that will be returned to the typesetter or desktopper. Please mark corrections neatly and avoid cluttering the page with lengthy queries.

- Use colored pencil only. Write clearly and firmly so that marks can be reproduced.
- Ask the editor whether to mark printer's errors and author's alterations. Use "pe" and "aa" only if so directed.
- Question anything that looks incorrect: type, style, grammar, spelling, and so on.
- Be familiar with the specifications for the book or series and with appendix A, Guidelines for Composition and Page Makeup. The editor will provide you with type specifications for the book or with a sample of a similar book.

- Check typefaces, sizes, and leading against specifications or sample.
- Check each design element: space above and below heads, lists, extracts, equations, tables, and figures (spaces around heads, tables, and figures may vary to accommodate layout but should be consistent on facing pages); indents and runovers on paragraphs, heads, lists, and notes; capitalization and punctuation in all display type; justification.
- Check for correct end-of-line hyphenation.
- Check all numbered sequences and all text references to them (heads, figures, tables, notes, and equations).
- Make sure all tables and figures are called out and are placed correctly.
- In tables, check numbers, measure, alignment, spacing, and wording. Measure rules with a pica ruler.
- For pages with turned tables, check that the table is positioned correctly (usually centered horizontally on the page, but see appendix A for multipage tables). Make sure that there is a drop folio and no running head.
- If a table runs more than one page, check for *continued* lines and repetition of column heads.
- Do not mark “broken letters” or dirt unless the defect looks very bad; flaws are almost always in the proof rather than in the type.
- Mark [QU: p. xx MS] on proofs to flag unanswered editorial queries. (The editor will normally have transferred queries verbatim to the author’s set of proofs.)
- Ask the editor whether to check page alignments. Often, pages are not aligned until the final proof stage. Final pages may run one line shorter or longer than specified, but facing pages must be of the same depth.
- Mark widows and orphans.
- Check chapter titles and drop folios for correctness, position, and typeface.
- Proof running heads for spelling, alignment, typeface, and space to text. Make sure the running head corresponds to the applicable part of the book.
- If the table of contents has been set, check the wording and page numbers against the text.

For the Author

The editor will give you a deadline for returning proofs to keep the book on schedule. A professional proofreader usually reads the proofs at the same time you do. (If there is time, it maybe helpful to have the proofreading done first, as the proofreader often raises questions for the author.)

Write directly on the proof, but only in the margins and only with colored pen or pencil so your corrections will be readily seen. Limit your changes to correction of factual errors, not literary style. Revisions that are purely stylistic will in most cases be overruled by considerations of cost, consistency, and typography. Authors’ alterations amounting to more than 10 percent of the cost of composition will be charged back to the originating department. Be sure to answer any outstanding queries marked in the margin by the editor.

Constructing and Editing Indexes

- Index text but not front matter, tables, or figures. Ask the editor whether to index notes and appendices.
- Use a hanging indent rather than hard returns within entries.
- Alphabetize main entries letter by letter. When alphabetizing the subentries, disregard prepositions and articles at the beginning of subentries. Capitalization, indentation, and punctuation should be as in the following:

Capacity utilization, 534; and adjustment lending, 235; and manufacturing in Zambia, 338–39; and Turkey’s export promotion, 448. See also Total factor productivity

Capitalism: in Korea, 103, 110; in the Philippines, 234; in Thailand, 80; and urbanization, 500–501

Capital markets, 79, 80

Caribbean: and industrial reform, 162; price reforms in, 132. See also names of individual countries

Cartography. See Mapmaking

- Main entries (other than cited authors’ names) with more than five page references should have at least one subentry. Do not use sub-subentries.
- Phrase subentries with prepositions and conjunctions, so that they read logically. For example, “Argentina, inflation in”; “Inflation, and debt crisis”; “Agricultural products, in Argentina.” Avoid splicing prepositional phrases together with commas. “Agricultural products, prices in Argentina for” is preferable to “Agricultural products, prices of, in Argentina.”
- Dates and numbers (other than page citations) should be in italics or enclosed in parentheses.
- For ranges of page numbers, follow *Chicago* 8.69.
- The correct form of citation for footnotes is 206n (roman n, no space after page number, no note number); the correct form for notes grouped at the end of the chapter or book is 173 n10 (space after page number, roman n, no space before note number); for plural consecutive notes on the same page, 173 nn10, 11; 174 nn12–14.
- Look for appropriate ways to combine terms that are very similar in meaning (such as “alleviating poverty” and “poverty reduction”).
- “*See*” references should be used only to direct readers to equivalent terms that are indexed. If only a few pages are cited, give them at both entries and eliminate the cross-reference.
- “*See also*” references should direct readers from general entries to more specific entries or, rarely, to equally specific entries. For example, a main entry “Exports” might end “*See also* Oil-exporting countries” if that entry contains further explicitly noted information on exports, but not “*See also* Trade”—a general entry that should itself have a “*See also* Exports” reference.
- Check for completeness in the cross-referencing of subentries from one main entry to another. For example, if the main entry “Africa” has a subentry “inflation in” and there is another main entry “Inflation,” the “Infla-

tion” entry should have a subentry “in Africa,” with the same page citations given in both places. Of course, not every subentry has to have a corresponding main entry elsewhere.

- List acronyms that occur frequently with a “*See*” reference to the full name, except when the entries would be adjacent.
- See chapter 17 in *Chicago* for additional guidance.

APPENDIX A

Guidelines for Composition and Page Makeup

Guidelines for 8-1/2" x 11" facsimiles are given in appendix B. The following guidelines apply to:

- University press books
- Regional and Sectoral Studies
- Handbooks
- Symposia
- All 6"x 9" books (for example, *Directions in Development*, *Development in Practice*, *Policy Papers*).

Composition

- Use close word spacing throughout.
- Use *Webster's Tenth New Collegiate Dictionary* for end-of-line breaks.
- If four or more consecutive lines end with hyphens, reset to lose at least one hyphen.
- If four or more lines begin or end with the same word, reset to break up the series.
- Avoid breaking an already hyphenated word or phrase at the end of a line, except at that hyphen.
- A punctuation mark should be printed in the same style or font of type as the letter, character, or symbol immediately preceding it. However, roman parentheses or brackets should be used to set off an italic sentence, phrase, or single word in a roman passage.

Pages

- Chapters (after the first) may begin on a left-hand or a right-hand page. Part titles are always on a right-hand page.
- Pages may run one line long or short, but facing pages *must* be the same depth. Minor adjustments made within one page should also be made on the facing page so that spacing around similar elements is visually equal across the spread.
- There should be no fewer than four lines of text on a page containing an upright table or figure or ending a chapter. If four lines cannot be accommodated, align the table or figure at the top of the text area and run the page short.
- Paragraph widows and orphans (only one line of a paragraph at the top or bottom of a page) should be avoided where possible. Orphans are not allowed at the bottom of a page following first- and second-level headings.
- Where a subhead falls at the foot of a page, the head must be followed by at least 2 lines of text. Extracts, lists, poetry, and the like have 1/2 line space above and below. Where such an element falls at the bottom of a page, at least 2 lines should be set at the bottom of the first page before breaking to the next, and no fewer than 2 lines should be carried over to the next page.
- Continued lines must be set at bottom of text when more than four pages of tables or figures follow: (*Text continues on page 000*).

Running Heads and Folios

- Running heads should not appear on a page containing a turned or over-size figure or table.
- Drop folios are used on chapter openings, on comparable pages in the front and back matter, and on pages containing a turned or oversize table or figure. Their position on the page does not vary when pages run short or long.
- Drop folios must back up. Running heads must back up.
- Arabic folios usually begin with page 1.

Footnotes

- *Almost all World Bank books use endnotes*, but a few formats, such as journals, have footnotes. When a footnote appears on the page on which it is cited, there should be a minimum of 1-1/2 picas and a maximum of 3 picas between text and notes. This may be increased or reduced slightly to facilitate page makeup, but similar changes must also be made on the facing page.
- Footnotes on the final page of a chapter should be placed 2 picas below the end of the text, not dropped to the bottom of the image area.
- Any part of a footnote that must run over to the following page must have a hairline rule full measure above the continuation of the note. No other rules are used in the notes. If the note must be run over from a right-hand to a left-hand page and ends with a period on the right-hand page the following notation should appear on the right-hand page, dropped a line space and set flush right: (*Note continues on the following page.*)

Informal Tables

- An informal table must appear where it is mentioned. It may be broken at the bottom of a page if it is longer than six lines; in that case, the headings should be repeated.

Formal Tables

- Formal tables should appear in numerical order and as close as possible to their first mention in the text. Rules always run full measure; the body of the table should be centered on the rules.
- On pages combining text and a table, there should be a minimum of 2 picas and a maximum of 5 picas between the table and text.
- Where there is a long series of tables without text (such as an appendix), two or more short tables should appear on the same page where possible. An upright table that occupies less than a full page and must appear alone on that page should be aligned at the top of the text area.
- *Upright tables.* An upright table occupying only part of the page may be placed above or below the text. If there are text footnotes on that page, however, the table must be at the top of the page. An upright table running longer than one page should be broken so that at least four lines of the body appear on each page. If the table runs over from a right-hand to a left-hand page, set a continued line (*Table continues on the following page.*)

6 points below the last line of the right-hand page, flush right. On the left-hand page, set *Table X.X (continued)* and another set of column heads. Do not repeat the table title. On tables that run over one page (except for spanner tables, discussed below), place notes and sources on the last page only. (See example 11.) The same guideline applied to landscape tables that break from a right-hand to a left-hand page.

- *Spanner tables.* Before treating a table as a spanner table, examine it to see whether there is any other way of handling it (by turning it inside out, combining columns so that the table will fit in less space, or setting in smaller type). Spanner tables have to appear on facing pages and so constrain the layout. An upright table spanning facing pages is not considered to run over, so no “continued” designations are required. Stubs are to be repeated only if indicated. The entire designator and title should appear on the left-hand page only. Footnotes to the table should be set by the measure of one text page and should balance on the facing pages, but no single footnote should span both pages (example 12).
- *Turned (“landscape”) tables.* A turned table occupying a single page should appear on a left-hand page if possible. Its text mention may appear on a preceding page or on the facing page. A turned table smaller in depth than the image area should be centered in the image area. All turned tables will be 2 picas wider than the vertical measure of the text areas and should align with the running head on the facing page. A turned table longer than one page should start on a left-hand page, if possible. If the table does not extend the full measure on facing pages, place the two sections flush with the respective gutter margins. If the table is longer than the designated page width and photoreduction is not practical, run the extra space in the gutter, maintaining the shoulder margins.

Figures and Maps

- The rules for placement and continuation of formal tables apply to figures and maps. A figure or map may exceed the image area of the page by 1 pica in each direction, in which case the running head is omitted and a drop folio is used.

Example 11. A Multipage Table

A. The table breaks from a left-hand to a right-hand page. The column heads are repeated, but no *continued* lines are set. Notes appear on the last page only.

A	<p>126 PERSPECTIVES ON THE ROLE OF INVESTMENT INCENTIVES</p> <p>Table 1.15 Source Rules for Corporations in Selected Economies</p> <table> <tr> <th>Economy</th><th>Rule</th><th>Treatment</th></tr> <tr> <td colspan="3"><i>Industrial economies</i></td></tr> <tr> <td>Australia</td><td>Residence</td><td>Credit</td></tr> <tr> <td>Austria</td><td>Residence</td><td>n.a.</td></tr> <tr> <td>Belgium</td><td>Residence</td><td>Credit, treaty</td></tr> <tr> <td>Canada</td><td>Residence</td><td>Credit</td></tr> <tr> <td>Denmark</td><td>Residence</td><td>Credit</td></tr> <tr> <td>France</td><td>Source</td><td>n.a.</td></tr> <tr> <td>Germany</td><td>Residence</td><td>Credit, treaty</td></tr> <tr> <td>Italy</td><td>Residence</td><td>Credit, treaty</td></tr> <tr> <td>Japan</td><td>Residence</td><td>Credit, treaty</td></tr> <tr> <td>Netherlands</td><td>Residence</td><td>Credit, treaty</td></tr> <tr> <td>Norway</td><td>Residence</td><td>Credit, treaty</td></tr> <tr> <td>Sweden</td><td>Residence</td><td>Credit, treaty</td></tr> <tr> <td>Switzerland</td><td>Residence</td><td>Treaty</td></tr> <tr> <td>United Kingdom</td><td>Residence</td><td>Credit</td></tr> <tr> <td>United States</td><td>Residence</td><td>Credit</td></tr> <tr> <td colspan="3"><i>Developing economies</i></td></tr> <tr> <td>Africa</td><td></td><td></td></tr> <tr> <td>Kenya</td><td>Residence</td><td>Credit, treaty</td></tr> <tr> <td>Liberia</td><td>Source</td><td>n.a.</td></tr> <tr> <td>Morocco</td><td>Source</td><td>n.a.</td></tr> </table>	Economy	Rule	Treatment	<i>Industrial economies</i>			Australia	Residence	Credit	Austria	Residence	n.a.	Belgium	Residence	Credit, treaty	Canada	Residence	Credit	Denmark	Residence	Credit	France	Source	n.a.	Germany	Residence	Credit, treaty	Italy	Residence	Credit, treaty	Japan	Residence	Credit, treaty	Netherlands	Residence	Credit, treaty	Norway	Residence	Credit, treaty	Sweden	Residence	Credit, treaty	Switzerland	Residence	Treaty	United Kingdom	Residence	Credit	United States	Residence	Credit	<i>Developing economies</i>			Africa			Kenya	Residence	Credit, treaty	Liberia	Source	n.a.	Morocco	Source	n.a.	<p>Robin Boadway and Anwar Shah 127</p> <table> <tr> <th>Economy</th><th>Rule</th><th>Treatment</th></tr> <tr> <td>Nigeria</td><td>Residence</td><td>source, Treaty</td></tr> <tr> <td>Zambia</td><td>Residence</td><td>Credit</td></tr> <tr> <td>Zimbabwe</td><td>Source</td><td>Credit</td></tr> <tr> <td colspan="3">Asia</td></tr> <tr> <td>China</td><td>Residence</td><td>Credit</td></tr> <tr> <td>Hong Kong</td><td>Source</td><td>n.a.</td></tr> <tr> <td>India</td><td>Residence</td><td>Source, Treaty</td></tr> <tr> <td>Indonesia</td><td>Residence</td><td>Credit</td></tr> <tr> <td>Korea, Rep. of</td><td>Residence, source</td><td>Credit</td></tr> <tr> <td>Malaysia</td><td>Residence</td><td>Credit</td></tr> <tr> <td>Pakistan</td><td>Residence</td><td>Credit</td></tr> <tr> <td>Philippines</td><td>Residence, source</td><td>Credit</td></tr> <tr> <td>Singapore</td><td>Residence</td><td>Credit</td></tr> <tr> <td>Taiwan (China)</td><td>Residence</td><td>Credit</td></tr> <tr> <td>Thailand</td><td>Residence, source</td><td>Credit, treaty</td></tr> <tr> <td colspan="3">Middle East</td></tr> <tr> <td>Iran, Islamic Rep. of</td><td>Source</td><td>n.a.</td></tr> <tr> <td>Saudi Arabia</td><td>Source</td><td>n.a.</td></tr> </table> <p>n.a. Not applicable. Source: Price Waterhouse (1995).</p>	Economy	Rule	Treatment	Nigeria	Residence	source, Treaty	Zambia	Residence	Credit	Zimbabwe	Source	Credit	Asia			China	Residence	Credit	Hong Kong	Source	n.a.	India	Residence	Source, Treaty	Indonesia	Residence	Credit	Korea, Rep. of	Residence, source	Credit	Malaysia	Residence	Credit	Pakistan	Residence	Credit	Philippines	Residence, source	Credit	Singapore	Residence	Credit	Taiwan (China)	Residence	Credit	Thailand	Residence, source	Credit, treaty	Middle East			Iran, Islamic Rep. of	Source	n.a.	Saudi Arabia	Source	n.a.
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Economy	Rule	Treatment																																																																																																																								
Morocco	Source	n.a.																																																																																																																								
Nigeria	Residence	source, Treaty																																																																																																																								
Zambia	Residence	Credit																																																																																																																								
Zimbabwe	Source	Credit																																																																																																																								
Asia																																																																																																																										
China	Residence	Credit																																																																																																																								
Hong Kong	Source	n.a.																																																																																																																								
India	Residence	Source, Treaty																																																																																																																								
Indonesia	Residence	Credit																																																																																																																								
Korea, Rep. of	Residence, source	Credit																																																																																																																								
Malaysia	Residence	Credit																																																																																																																								
Pakistan	Residence	Credit																																																																																																																								
Philippines	Residence, source	Credit																																																																																																																								
Singapore	Residence	Credit																																																																																																																								
Taiwan (China)	Residence	Credit																																																																																																																								
Thailand	Residence, source	Credit, treaty																																																																																																																								
Middle East																																																																																																																										
Saudi Arabia	Source	n.a.																																																																																																																								

Example 12. A Spanner Table

Sector	Region	Number of projects	Project name	Board approval	Approved credit amount (millions of SDRs)	Percentage disbursed as of end 1994 ^a
Education	Africa ^b	12	Burundi Education Sector Development	February 1988	23.0	92
			Central African Republic Education and Rehabilitation	December 1987	14.1	74
			Chad Education Rehabilitation	August 1988	16.2	97
			Gambia Education II	May 1990	11.3	51
			Guinea-Bissau Basic Education Development	June 1988	3.1	95
			Madagascar Education Sector Reinforcement	February 1990	30.4	33
			Malawi Education Sector II	December 1989	29.5	43
			Mauritania Education Restructuring	July 1988	13.2	88
			Uganda Education IV	November 1988	17.1	70
			Asia	Bangladesh General Education	March 1990	120.6
	Bhutan Primary Education			April 1988	3.1	41
	Pakistan Sindh Primary Education Development Program			March 1990	85.2	35
2						3

Next two pages of spanner table

4	5
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<i>Sector</i>	<i>Region</i>	<i>Number of projects</i>	<i>Project name</i>	<i>Board approval</i>	<i>Approved credit amount (millions of SDRs)</i>	<i>Percentage disbursed as of end 1994^a</i>
Population, Health and Nutrition		20			485.6	57
	Africa					
			Benin Health Services Development	June 1989	14.4	56
			Burundi Population and Health	December 1987	11.0	93
			Chad Social Action and Development	June 1990	10.4	71
			Ethiopia Family Health	June 1988	23.8	97
			Gambia Women in Development	May 1990	5.4	38
			Guinea Health Services Development	July 1987	15.1	76
			Lesotho Population, Health and Nutrition II	July 1989	9.4	51
			Mozambique Health and Nutrition	March 1989	21.0	42
			Uganda Alleviation of Poverty and Social Costs of Adjustment	February 1990	22.0	92
			Uganda Health I	June 1988	30.8	77
<i>Note:</i> Data are for the period ending with the most recent supervision mission, in 1994. a. Net of cancellations.				b. Sub-Saharan Africa. <i>Source:</i> World Bank project data.		
6						7

In the event, the editor combined columns so that the information would fit on one page instead of two. Note b was eliminated

<i>Region and project</i>	<i>Board approval</i>	<i>Approved credit amount (millions of SDRs)</i>	<i>Percentage disbursed as of end 1994^a</i>	<i>Region and project</i>	<i>Board approval</i>	<i>Approved credit amount (millions of SDRs)</i>	<i>Percentage disbursed as of end 1994^a</i>
<i>EDUCATION (12 projects)</i>		366.8	54	<i>Asia</i>			
<i>Sub-Saharan Africa</i>				Bangladesh General Education	March 1990	120.6	55
Burundi Education Sector Development	February 1988	23.0	92	Bhutan Primary Education	April 1988	3.1	41
Central African Republic Education & Rehabilitation	December 1987	14.1	74	Pakistan Sindh Primary Education Development Program	March 1990	85.2	35
Chad Education Rehabilitation	August 1988	16.2	97	<i>POPULATION, HEALTH AND NUTRITION (20 projects)</i>		485.6	57
Gambia Education II	May 1990	11.3	51	<i>Africa</i>			
Guinea-Bissau Basic Education Development	June 1988	3.1	95	Benin Health Services Development	June 1989	14.4	56
Madagascar Education Sector Reinforcement	February 1990	30.4	33	Burundi Population and Health	December 1987	11.0	93
Malawi Education Sector II	December 1989	29.5	43	Chad Social Action and Development	June 1990	10.4	71
Mauritania Education Restructuring	July 1988	13.2	88	Ethiopia Family Health	June 1988	23.8	97
Uganda Education IV	November 1988	17.1	70	Gambia Women in Development	May 1990	5.4	38
2							3

<i>Region and project</i>	<i>Board approval</i>	<i>Approved credit amount (millions of SDRs)</i>	<i>Percentage disbursed as of end 1994^a</i>
Guinea Health Services Development	July 1987	15.1	76
Lesotho Population, Health and Nutrition II	July 1989	9.4	51
Mozambique Health and Nutrition	March 1989	21.0	42
Uganda Alleviation of Poverty and Social Costs of Adjustment	February 1990	22.0	92
Uganda Health I	June 1988	30.8	77
<p><i>Note:</i> Data are for the period ending with the most recent supervision mission, in 1994.</p> <p>a. Net of cancellations.</p> <p><i>Source:</i> World Bank project data.</p>			
4			

APPENDIX B

Guidelines for Facsimiles

For 8-1/2" x 11" facsimiles, please follow these simplified guidelines:

- Assign a page number to every page—including blanks and pages with titles only, even though the numbers are not printed on the page. (See the section Parts of the Book.) Remember that the title and copyright pages, which are almost always desktopped by EXTOP, are pages i and ii. The first page of camera-ready copy provided by the sponsor (usually, the contents) is page iii (page v if the book has a half-title page).
- Make sure that all the type is clear and is large enough to be readable.
- Remember that the book will be trimmed to approximately 8-3/8" x 10-3/4"; leave at least 1" margins on top, bottom, and each side of the page. This requirement applies to text, tables, figures, and appendixes.
- Format like levels of heads consistently. For example, chapter titles should all be formatted alike. Titles of pages containing the contents, abstract, foreword, acknowledgments, abbreviations and acronyms, appendixes, and references should match the format used for chapter titles.
- Do not use shading except on figures, and then sparingly. It is better to use distinct patterns in figures than several degrees of shading.
- Follow this style manual (basically, *Webster's* plus a few World Bank preferences) for spelling, compound words, and end-of-line breaks.
- Right-hand margins may be justified or ragged.

The following points are suggestions for good bookmaking, not requirements.

- Avoid boldface type except in heads and titles.
- Do not hang notes on display type (headings and titles).
- Put superscript note references after punctuation, preferably at the end of the sentence.
- If your software permits, place figures, boxes, and formal tables at the top or bottom of a page. Pages with tables, figures, or boxes should have at least four lines of text or none. It is better to run pages short than to inflict fragmented bits of text on the reader.
- Try to avoid large gaps on the page.
- Facing pages on facsimiles need not be aligned, but try to avoid extreme imbalances.
- Avoid leaving "widows" and "orphans" (single lines of a paragraph at the top or bottom of a page).
- A subhead that falls at the foot of a page must be followed by at least two lines of text.
- Use drop folios on chapter-level opening pages (including contents, foreword, and preface) and on "landscape" tables.
- Place a one-page landscape table on a left-hand page, if possible.

Appendix C Country and Geographic Names

The list below includes the country and geographic designations that most often raise questions. The abbreviation *Rep.* for Republic is allowed in tables.

Handle historical references intelligently. Such references in text usually do not need clarifying notes; for example, the editor can safely assume that the reader will need no explanation of *Tsarist Russia*, *the Soviet Union*, or *the Russian Federation*. A table showing changes over time, however, might require notes about geographic coverage. Example: *Data prior to 1992 include Eritrea. Data prior to 1990 refer to the Federal Republic of Germany before unification.*

Antigua and Barbuda (no short form).

Bahamas, The (use *The Bahamas* in all text, including lists; use *Bahamas, The* in tables).

Bangladesh (one word; the capital is *Dhaka*).

Bombay (India) (use *Mumbai*).

Bosnia and Herzegovina.

Burkina Faso (never *Upper Volta*).

Central African Republic (use *the* in sentences; avoid CAR).

China (never People's Republic of China).

Comoros (use *the* in sentences).

Côte d'Ivoire (never *Ivory Coast*; note accent).

Congo, Democratic Republic of (use *the* with the full name in sentences; in tables, *Congo, Dem. Rep. of*).

Congo, Republic of (use full name; in tables, *Congo, Rep. of*).

Czech Republic (use *the* in sentences; use *Czechoslovakia* only in historical contexts).

Dominican Republic (use *the* in sentences).

Egypt (use *the Arab Republic of Egypt* at first mention in text; *Arab Republic of Egypt* at first mention in lists; *Egypt* subsequently; *Egypt, Arab Rep.* in tables).

Gambia, The (in all text, including lists, *The Gambia*; use *Gambia, The* in tables).

Germany (in publications work, preferable to *the Federal Republic of Germany* when the context is the period after unification in 1989; for the period 1949-89, distinguish between *the Federal Republic of Germany* and *the German Democratic Republic*; do not use *West Germany*, *East Germany*).

Hong Kong, China (do not use the word *country* in connection with Hong Kong, *economy* is acceptable).

Iran (always use *the Islamic Republic of Iran* in sentences; *Islamic Republic of Iran* with the full name in lists; *Iran, Islamic Rep. of* in tables).

Kazakhstan.

Korea, Democratic People's Republic of (use the full name, never *North Korea*).

Korea, Republic of (never *South Korea*; use *the Republic of Korea* on first mention; *Korea* subsequently, unless the Democratic People's Republic of Korea is also being discussed, in which case the full formal names must be used; *Korea, Rep. of* in tables).

Kyrgyz Republic (use *the* in sentences).

Lao People's Democratic Republic (never *Laos*; use *the* in text; *Lao PDR* may be used after first mention and in tables).

Macedonia, former Yugoslav Republic of (*FYR Macedonia* is acceptable in text; *Macedonia, FYR* in tables).

Marshall Islands (use *the* in sentences).

Moldova.

Mumbai (India) (not *Bombay*).

Myanmar (never *Burma*; the capital is *Yangon*, not *Rangoon*).

Netherlands (use *the* in sentences).
 Philippines (use *the* in sentences).
 Rondônia (Brazil).
 Russian Federation (use *the* with the full name in sentences).
 St. Kitts and Nevis (no short form).
 St. Vincent and the Grenadines (*St. Vincent* may be used after first mention and in tables).
 Samoa (not *Western Samoa*).
 São Tomé and Príncipe (no short form; note accents).
 Seychelles (use *the* in sentences).
 Slovak Republic (use *the* in sentences; use *Czechoslovakia* only in historical contexts).
 Solomon Islands (use *the* in sentences).
 Syrian Arab Republic (use *the* in sentences; *Syria* may be used after first mention; *Syrian Arab Rep.* in tables).
 Taiwan, China, or if needed to avoid ambiguity in lists, Taiwan (China) (do not use the word *country* in connection with Taiwan, China; *economy* is acceptable).
 Tajikistan.
 Trinidad and Tobago (no short form).
 Turkmenistan.
 Ukraine.
 United Arab Emirates (use *the* in sentences).
 United Kingdom (use *the* in sentences; do not abbreviate when used as noun, whether in text or tables; use *U.K.*, closed up, as adjective) (*Great Britain* and *British* may stay if that is author's preference, the names are used consistently, and the references to the country are passing or historical).
 United States (use *the* in sentences; spell out when used as noun, whether in text or tables; use *U.S.*, closed up, as adjective but *US\$* with dollar amounts expressed as numerals; *American* is acceptable as adjective in passing references).
 Uzbekistan.
 Vietnam.
 Yemen, Republic of (use *the* in sentences; in historical contexts *People's Democratic Republic of Yemen* and *Arab Republic of Yemen* may occur; do not use *North Yemen*, *South Yemen*).
 Yugoslavia, Federal Republic of (Serbia/Montenegro) in text; use *Yugoslavia*, *Fed. Rep. (Serbia/Montenegro)* in tables; in historical contexts, *the former Yugoslavia* may be used).

This list gives capitalization for entries as they would appear in text. For abbreviations lists in books, begin each entry with a capital letter.

APPENDIX D Some Common Abbreviations and Acronyms

ADB <i>or</i> AfDB	African Development Bank
ASEAN	Association of Southeast Asian Nations
BIS	Bank for International Settlements
CGIAR	Consultative Group on International Agricultural Research
CIDA	Canadian International Development Agency
CIF <i>or</i> c.i.f.	cost, insurance, and freight
CIS	Commonwealth of Independent States
CPI	consumer price index
DAC	Development Assistance Committee (of the OECD)
DANIDA	Danish International Development Agency
ECLAC	Economic Commission for Latin America and the Caribbean
EDI	Economic Development Institute (of the World Bank)
ESCAP	Economic and Social Commission for Asia and the Pacific
ESMAP	Energy Sector Management Assistance Programme (of the World Bank and the UNDP)
EU	European Union (use <i>EC</i> and <i>European Community</i> in historical contexts only)
FAO	Food and Agriculture Organization of the United Nations
FOB <i>or</i> <i>f.o.b.</i>	free on board
FSU	former Soviet Union
GATT	General Agreement on Tariffs and Trade (succeeded by WTO; use <i>GATT</i> in historical contexts only, and use <i>the</i> with it).
GDP	gross domestic product
GEF	Global Environment Facility
GNP	gross national product
GSP	generalized system of preferences
GTZ	German Agency for Technical Cooperation
GVIO	Gross value of industrial output
IADB <i>or</i> IDB	Inter-American Development Bank
IBRD	International Bank for Reconstruction and Development
ICOR	Incremental capital-output ratio
ICSID	International Centre for Settlement of Investment Disputes

IDA	International Development Association
IFC	International Finance Corporation
IFPRI	International Food Policy Research Institute
ILO	International Labour Organisation (plenary body) and International Labour Office (the secretariat and publisher)
IMF	International Monetary Fund
LDC	less developed country (do not use; use <i>developing country</i>)
LIBOR	London interbank offered rate
LSMS	Living Standards Measurement Study (a series of World Bank studies)
MFA	Multifibre Arrangement (not <i>Multifiber</i>)
MIGA	Multilateral Investment Guarantee Agency
NGO	nongovernmental organization
NIC (NIE)	newly industrialized (industrializing) country (economy)
NIS	newly independent states
OAS	Organization of American States
OAU	Organization of African Unity
ODA	Overseas Development Administration (United Kingdom) <i>or</i> official development assistance
OECD	Organisation for Economic Co-operation and Development
OPEC	Organization of Petroleum Exporting Countries
OXFAM	(no need to spell out; may be described as a British or U.K. assistance organization if that is not clear from the context)
PAHO	Pan American Health Organization (no hyphen)
SIDA	Swedish International Development Authority
U.N.	United Nations
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific, and Cultural Organization
UNFPA	United Nations Population Fund
UNICEF	United Nations Children's Fund
UNIDO	United Nations Industrial Development Organization
USAID	U.S. Agency for International Development
VAT	value added tax
WHO	World Health Organization
WPI	wholesale price index
WTO	World Trade Organization

APPENDIX E Spelling and Usage

The following list gives spelling and usage guidelines for words and phrases commonly found in World Bank manuscripts. Items marked with a dagger (†) are to be avoided. Hyphenated compound adjectives keep the hyphen when they are in predicate position unless otherwise noted.

Term	Comment or alternative
acknowledgment	Not <i>acknowledgement</i> .
ad hoc	Do not italicize.
adviser	
affect	Almost always a verb; do not use <i>effect</i> (<i>n</i>) where <i>affect</i> is the correct word
agreed on (<i>adj</i>)	
among	Not <i>amongst</i> .
analyze	Not <i>analyse</i> .
†and/or	Change to <i>x or y</i> (or, if necessary, <i>x, y, or both</i>).
anglophone	
appendixes	Not <i>appendices</i> .
around	Try <i>about</i> , <i>approximately</i> . <i>Around</i> should usually be restricted to mean physically near.
assure	Distinguish between <i>assure</i> (to set someone's mind at rest), <i>ensure</i> (to guarantee, to make sure or certain), and <i>insure</i> (to indemnify).
†author (<i>v</i>)	Change to <i>write</i> .
backup (<i>adj, n</i>)	
balance of payments (<i>adj, n</i>)	
base-year (<i>adj</i>)	
benefited, -ing	
best-practice (<i>adj</i>)	
better-off (<i>adj, n</i>)	
between	Use <i>between</i> for one-to-one relationships, regardless of the number of items. Use <i>among</i> to express a relationship of an item to many surrounding items collectively.
birthrate	
breastfeed	
broad-based	Try <i>broadly based</i> , <i>broad</i> .
buildup (<i>n</i>)	
by-product	
cannot	
capacity building	
capital surplus (<i>adj</i>)	
cash flow (<i>adj, n</i>)	
central bank	Lowercase, unless <i>Central Bank</i> is a proper name.
†ceteris paribus	Change to <i>other things being equal</i> , <i>other things being held constant</i> .
childbearing	
childcare	

Term	Comment or alternative
c.i.f. or CIF	
†circa	Change to <i>about</i> , <i>approximately</i> , <i>around</i> .
clear-cut (<i>adj</i>)	
compare to	Try <i>compare with</i> . Compare to should be used only to note a likeness, <i>compare with</i> to analyze similarities and differences.
comprise	A whole <i>consists of</i> or <i>comprises</i> its parts; the parts <i>compose</i> , <i>constitute</i> , or <i>make up</i> the whole. Never allow <i>comprised of</i> . <i>The package consists of (or comprises) job training and subsidized housing. Seven governors compose (or constitute, make up) the committee on social services.</i>
continual	Distinguish between <i>continual</i> (means recurring often or at intervals and refers to time only) and <i>continuous</i> (means uninterrupted or unbroken and can refer to time or space).
cost-benefit (<i>adj</i>)	
cost-effective (<i>adj</i>)	
cost-effectiveness (<i>n</i>)	
cover-up (<i>n</i>)	
coworker	
cross-check (<i>n, v</i>)	
cross-section (<i>n</i>)	
cross-sectional (<i>adj</i>)	
current account deficit	
cutback (<i>n</i>)	
cutoff (<i>adj, n</i>)	
database	
†data is	Change to <i>data are</i> .
death rate (<i>adj, n</i>)	
debt-equity swap	
debt-servicing (<i>adj</i>)	
decisionmaker, -ing	
delink	
†developed country	Change to <i>industrial country</i> . Avoid using <i>developed</i> and <i>less developed</i> to classify country groups; these terms are thought to be value-laden.
developing-country (<i>adj</i>)	
differential (<i>adj, n</i>)	Try <i>difference</i> , <i>different</i> . Reserve <i>differential</i> for mathematical or technical contexts.
distortionary	
double-digit (<i>adj</i>)	
drawdown (<i>n</i>)	
dryland	
due to	When <i>due to</i> is used as an adverb, change to <i>because of</i> , <i>caused by</i> , <i>the result of</i> , <i>attributable to</i> . Use <i>due to</i> only as an adjective: <i>The increase was due to higher taxes.</i>

Term	Comment or alternative
educational attainment	
educational level	
education policy	
education sector	
†e.g.	Change to <i>for example</i> .
ensure	See comments on <i>assure</i> .
†et al.	Change to <i>and others</i> .
†etc.	Change to <i>and so on, and so forth</i> .
euro	
ex ante, ex post	Avoid, when possible, but bear in mind that these terms have a legitimate meaning in economics.
exchange rate (<i>adj</i>)	
†ex-president	Change to <i>former president</i>
family planning (<i>adj</i>)	
farmland	
farm owner	
farther	Distinguish between <i>farther</i> (for physical distance), <i>further</i> (degree).
fieldhand	
field test (<i>n</i>)	
field-test (<i>v</i>)	
fieldwork(er)	
fine-tune (<i>v</i>)	
fine tuning (<i>n</i>)	
firewood	
firsthand	
first-order (<i>adj</i>)	
five-year plan	
fixed rate (<i>adj</i>)	
floating rate (<i>adj</i>)	
flow-of-funds (<i>adj</i>)	
f.o.b. <i>or</i> FOB	
follow-up (<i>n</i>)	
†fora	Change to <i>forums</i> .
foreign exchange (<i>adj</i>)	
forestland	
foreword	Distinguish between <i>foreword</i> (part of a book) and <i>forward</i> (ahead).
francophone	
free-ride (<i>v</i>)	
free-rider (<i>adj, n</i>)	
front-end (<i>adj</i>)	
front-loading (<i>adj, n</i>)	
fuelwood	
†Further, the woman asked	Change to <i>Furthermore, the woman asked</i> .
geographic	Not <i>geographical</i> .
goodwill	
green revolution	
groundwater	

Term	Comment or alternative
handpump	
hopefully	Try to cut, or change to <i>it is hoped that</i> .
I, one, we	Do not overuse <i>one</i> (often sounds stilted) or <i>we</i> (can sound condescending. <i>I</i> (or <i>we</i>) used with specific reference to the author(s) is acceptable (<i>We carried out our field analysis</i>).
†i.e.	Try to cut, or change to <i>that is</i> .
if	Distinguish between <i>if</i> (to convey conditionality) and <i>whether</i> (to convey choice).
If it . . . , then . . .	Delete <i>then</i> when it is unnecessary. For example in the sentence, <i>If it rains, I get wet</i> , <i>then</i> is not needed.
†impact (v)	Change to <i>affect</i> , <i>influence</i> , <i>have an effect on</i> (<i>impact</i> is not a verb).
†independently of (<i>in adv phrase</i>)	Change to <i>independent of</i> .
indexes	
individual	
industrial countries	Not <i>industrialized countries</i> .
industrial market economies	
Industrial Revolution	
industrialized (<i>adj</i>)	Use <i>industrial countries</i> , except in the phrase <i>newly industrialized countries</i> (or <i>economies</i>).
inflation-adjusted	
informal sector (<i>adj</i>)	
†inter alia	Change to <i>among other things</i> , <i>among others</i> .
interest rate (<i>adj</i>)	
†interrelation, -ship	Change to <i>relation</i> , <i>-ship</i>
judgment	Not <i>judgement</i> .
landholder, landholding	
landmass	
landowner	
large-scale	Try <i>large</i> .
†LDC (less developed country)	Change to <i>developing country</i> . The term <i>LDC</i> is considered patronizing.
least-cost (<i>adj</i>)	
life cycle (<i>n</i>)	
life-cycle (<i>adj</i>)	
like	Use <i>like</i> for similes, <i>such as</i> for giving examples.
located in	Try <i>in</i>
longer term	Try <i>long term</i> . Reserve <i>longer term</i> for comparisons.
long run (<i>n</i>)	
long-run (<i>adj</i>)	
long-standing (<i>adj</i>)	
long term (<i>n</i>)	
long-term (<i>adj</i>)	

Term	Comment or alternative
lower-middle-income (<i>adj</i>)	
lusophone	
macro	Try <i>macroeconomic</i> .
major	Try (<i>most</i>) <i>important, main, principal, (most) significant</i> . <i>Major</i> and <i>minor</i> should be reserved for contexts involving comparisons.
makeup (<i>n</i>)	
make-work (<i>adj, n</i>)	
man-year, -day	Try <i>staff-year, -day</i> .
markup (<i>n</i>)	
†media is	Change to <i>media are</i> .
medium-size	Not <i>-sized</i> .
medium-term (<i>adj</i>)	
micro	Try <i>microeconomic</i> .
minimum wage (<i>adj</i>)	
modern sector (<i>adj</i>)	
moneylender	
moneymaker	
†more importantly	Change to <i>more important</i> .
next-best (<i>adj</i> ; no hyphen in predicate)	
non-oil-exporting (<i>adj</i>)	
nontradable	
nor	Use only in conjunction with <i>neither</i> or after a negative construction.
oil price increase	
one	See comments under <i>I, one, we</i> .
on the other hand	Try <i>but, however, by contrast</i> . <i>On the other hand</i> may be used if it follows <i>on the one hand</i> .
over	Try <i>greater than, more than</i> . <i>Over</i> should usually be restricted to mean physically above. Such set phrases as <i>children over five</i> are acceptable.
†overly stimulated	Change to <i>overstimulated</i> .
†partner (<i>v</i>)	Avoid.
payoff (<i>n</i>)	
per	Try to change to <i>a</i> . But some constructions, such as <i>deaths per thousand</i> , are clearer with <i>per</i> .
†per annum, p.a.	Change to <i>a year, per year</i> .
per capita	Capitalize <i>Per Capita</i> in headings and titles.
percent/percentage point	The difference between two percentages is expressed in percentage points. Example: <i>From the 1980 level of 4.0 percent a year, inflation rose 1.7 percentage points, to 5.7 percent in 1990.</i>

Term	Comment or alternative
picture	Try <i>situation</i> .
plow	Not <i>plough</i> .
policymaker, policymaking	
present-day (<i>adj</i>)	
preventive	Not <i>preventative</i> .
private sector (<i>adj</i>)	
pro forma (<i>adj, adv</i>)	
public health (<i>adj</i>)	
public sector (<i>adj</i>)	
public service (<i>adj</i>)	
purchasing power parity (<i>adj, n</i>)	
quality control (<i>adj</i>)	
quasi money (<i>n</i>)	
quasi-public (<i>adj</i>)	
rainfed	
rain forest	
real-wage (<i>adj</i>)	
record-keeping (<i>n</i>)	
risk-averse (<i>adj</i>)	
rollover (<i>n</i>)	
runoff (<i>n</i>)	
saving/savings (<i>n</i>)	Distinguish between <i>saving</i> (accumulating wealth or economically using a resource) and <i>savings</i> (the products of such accumulation or use). The adjective is <i>savings</i> .
school-age (<i>adj</i>)	
schoolchildren, -teachers	
second-best (<i>adj; no hyphen in predicate</i>)	
sector	Avoid overuse. <i>The agriculture sector</i> can often be changed to <i>agriculture</i> .
sectoral	
select, selected (<i>adj</i>)	Distinguish between <i>selected</i> (for things chosen from many, as <i>selected years, selected indicators</i>) and <i>select</i> (of special value or excellence).
setback (<i>n</i>)	
shorter term	Try <i>short term</i> . Reserve <i>shorter term</i> for comparisons.
short run (<i>n</i>)	
short-run (<i>adj</i>)	
short term (<i>n</i>)	
short-term (<i>adj</i>)	
side effect (<i>n</i>)	
sizable	
-size (<i>adj</i>)	Not <i>-sized</i> .
slowdown (<i>n</i>)	
small-scale, small-size	Try <i>small</i> . But OK to leave in set phrases such as <i>small-scale industries</i> .

Term	Comment or alternative
smallholder	
†so-called “improvements”	Change to <i>so-called improvements</i> . Quotation marks are not needed.
social security (<i>adj</i>)	
start-up (<i>adj, n</i>)	
such as	See comments under <i>like</i> .
†take a decision	Change to <i>make a decision</i> , decide. (<i>Take a decision</i> is British usage.)
T&V extension	Stands for <i>training and visit extension</i> .
tax-incentive (<i>adj</i>)	
terms of trade (<i>n</i>)	
terms-of-trade (<i>adj</i>)	
that, which	Distinguish between <i>that</i> (for restrictive clauses) and <i>which</i> (for nonrestrictive). <i>The play that I saw last week was by Lope de Vega.</i> <i>The play, which is by Lope de Vega, is still running.</i> Punctuate correctly.
†Third World	Change to <i>developing countries</i> .
time path	
time series (<i>n</i>)	
time-series (<i>adj</i>)	
top-down (<i>adj</i>)	
†towards	Change to <i>toward</i> . (<i>Towards</i> is British usage.)
tradable (<i>adj, n</i>)	
tradeoff (<i>n</i>)	
transaction cost	
tsetse	No <i>fly</i> needed.
tubewell	
turnaround (<i>adj, n</i>)	
under	Try <i>fewer than, less than</i> . <i>Under</i> should usually be restricted to mean physically beneath. Such set phrases as <i>children under five</i> are acceptable.
†underdeveloped countries	Change to <i>developing countries</i> .
under way (<i>adv</i>)	
underway (<i>adj, n</i>)	
utilize (utilization)	Try <i>use</i> . (<i>Capacity utilization</i> is a standard term in economics and may stand.)
upon	Try <i>on</i> .
upper-middle-income (<i>adj</i>)	
up-to-date (<i>adj</i>)	
value added tax	
variable rate (<i>adj</i>)	
very	Try to cut. (<i>Very</i> is overused.)
vice minister	
vis-à-vis	Change to <i>compared with, in relation to, relative to</i> .
†viz.	Cut or change to <i>namely, that is</i> .

Term	Comment or alternative
we	See comments under <i>I, one, we</i> .
well-being	
where	Reserve <i>where</i> for place; try <i>at, on, in which</i> . <i>The case where . . .</i> should be <i>The case in which</i> Exception: In math.
whether	See comments under <i>if</i> .
whether or not	Try <i>whether</i> . (But pay attention to meaning.)
which	See comments under <i>that, which</i> .
with	Try <i>because of, at the same time as</i> . It is often not clear whether <i>with</i> means causation or coincidence, or nothing. (<i>With the Cultural Revolution, agricultural productivity stagnated</i> .) The author may need to be queried.
work force	
workplace	
<i>World Development Report 1990</i>	Use the exact title. Do not use comma; do not use <i>1990 World Development Report</i> or <i>the World Development Report</i> . In references, the publication information is <i>New York: Oxford University Press</i> .
worse-off (<i>adj, n</i>)	
worst-case (<i>adj</i>)	

The redundant expressions marked with a dagger (†) are incorrect and should be changed. Alternative expressions for other words are meant as suggestions.

APPENDIX F Alternatives to Stuff, Overused, or Redundant Words and Phrases

Word or phrase	Alternative
accorded	<i>gave</i>
adequate number of	<i>enough</i>
adjacent to	<i>next to</i>
†advance planning	<i>planning</i>
†advance reservation	<i>reservation</i>
afford an opportunity	<i>allow, let</i>
afforded	<i>gave</i>
aforementioned	<i>this, these</i>
apparent	<i>clear, plain</i>
as a means of	<i>to</i>
as a result of	<i>because</i>
ascertain	<i>find out</i>
assist, assistance	<i>aid, help</i>
at an early date	<i>soon</i>
attempt (v)	<i>try</i>
at the present time	<i>now</i>
at the time	<i>when</i>
at this point in time	<i>now</i>
(are/is) authorized	<i>may</i>
be in a position to	<i>can</i>
be in receipt of	<i>have, received</i>
beneficial aspects	<i>benefits</i>
benefit	<i>help</i>
†big in size	<i>big, large</i>
†blend together	<i>blend</i>
by means of	<i>by, with</i>
cease	<i>stop</i>
†(in) close proximity to	<i>near</i>
cognizant	<i>aware, responsible</i>
†collaborate together	<i>collaborate</i>
commence	<i>begin, start</i>
comply	<i>follow</i>
component	<i>part (unless a component of a project is meant)</i>
conceal	<i>hide</i>
concur	<i>agree</i>
confront	<i>face, meet</i>
†consensus of opinion	<i>consensus</i>
consequence	<i>result</i>
consequently	<i>so</i>
considerable	<i>much</i>
consolidate	<i>combine, join, merge</i>
constitutes	<i>is, forms, makes up</i>
construct	<i>build</i>
contribute	<i>give</i>
†current incumbent	<i>incumbent</i>

Word or phrase	Alternative
deem	<i>think</i>
demonstrate	<i>prove, show</i>
depart	<i>leave</i>
designate	<i>appoint, choose, name</i>
desire	<i>wish</i>
determine	<i>decide, find</i>
discontinue	<i>drop, stop</i>
disseminate	<i>issue, send out</i>
due to the fact that	<i>because</i>
during such time as	<i>while</i>
†during the course of	<i>during</i>
effectuate	<i>bring about</i>
eliminate	<i>cut, drop, end, remove</i>
elucidate	<i>explain</i>
employ	<i>use</i>
(are/is) empowered	<i>may</i>
encounter	<i>meet</i>
endeavor	<i>try</i>
†end result	<i>result</i>
ensue	<i>follow</i>
enumerate	<i>count</i>
equitable	<i>fair</i>
equivalent	<i>equal</i>
establish	<i>prove, set up, show</i>
evident	<i>clear</i>
(an) excessive number of	<i>too many</i>
exhibit	<i>show</i>
expedite	<i>hurry, rush, speed up</i>
expeditious	<i>fast, quick</i>
facilitate	<i>help, make easy</i>
(is) feasible	<i>can be done, is possible</i>
few in number	<i>few</i>
following	<i>after</i>
for a period of	<i>for</i>
foregoing	<i>this, these</i>
for the purpose of	<i>for, to</i>
forthwith	<i>immediately</i>
†free gift	<i>gift</i>
furnish	<i>give, send</i>
†future prospects	<i>prospects</i>
†gather together	<i>gather</i>
hereafter	<i>from now on, in future</i>
†hereby	<i>Delete</i>
herein	<i>here</i>
heretofore	<i>up to this time</i>
illustrate	<i>show</i>
implement	<i>carry out, follow</i>

Word or phrase	Alternative
inasmuch as	<i>because</i>
in a timely manner	<i>on time, promptly</i>
in case	<i>if</i>
inception	<i>beginning</i>
indicate	<i>show</i>
†individual person	<i>person</i>
inform	<i>tell</i>
initiate	<i>begin, start</i>
in lieu of	<i>instead of, in place of</i>
in order to	<i>to</i>
inquire	<i>ask</i>
in regard to	<i>about</i>
institute (v)	<i>begin, start</i>
interface with	<i>deal with, work with, meet</i>
in terms of	<i>by, in, of, on, for, about, in relation to, through, with regard to</i>
interpose an objection	<i>object</i>
in the absence of	<i>without</i>
in the case of	<i>in</i>
in the course of	<i>during, in</i>
in the event that	<i>if</i>
in the interest of	<i>for, to</i>
in the near future	<i>soon</i>
in view of the fact that	<i>because, given that</i>
liaise with	<i>coordinate with</i>
limited number	<i>few</i>
locality	<i>place</i>
locate	<i>find</i>
magnitude	<i>size</i>
maintain	<i>keep, support</i>
majority of	<i>most</i>
make a decision	<i>decide</i>
make a determination	<i>determine</i>
make an adjustment	<i>adjust</i>
(the) manner in which	<i>how, the way</i>
†merge together	<i>merge</i>
minimize	<i>decrease, lessen, reduce</i>
minimum	<i>least, smallest</i>
modify	<i>change</i>
necessitate	<i>need, require</i>
†new innovation	<i>innovation</i>
notify	<i>let know, tell</i>
not in a position to	<i>cannot</i>
not later than	<i>by</i>
not much	<i>little</i>
notwithstanding the fact that	<i>although, even though</i>
numerous	<i>many</i>
objective	<i>aim, goal</i>
observe	<i>see</i>

Word or phrase	Alternative
obtain	<i>get</i>
occasion (v)	<i>cause</i>
operate	<i>run, work</i>
optimum	<i>best, greatest, most</i>
participate	<i>take part</i>
†past experience, past history	<i>experience, history</i>
perform	<i>do</i>
period of two weeks	<i>two weeks</i>
permit	<i>let</i>
pertaining to	<i>about, of, on</i>
point in time	<i>point, time</i>
portion	<i>part</i>
possess	<i>have, own</i>
prior to	<i>before</i>
probability	<i>chance</i>
proceed	<i>go, go ahead, go on</i>
procure	<i>buy, get</i>
proficiency	<i>skill</i>
provided that	<i>if</i>
purchase (v)	<i>buy</i>
pursuant to	<i>under</i>
†real fact	<i>fact</i>
recapitulate	<i>sum up</i>
†recur again	<i>recur</i>
relocation	<i>move</i>
remainder	<i>rest</i>
remuneration	<i>pay, payment</i>
render	<i>give, make</i>
request (v)	<i>ask</i>
require	<i>must, need</i>
reside	<i>live</i>
retain	<i>keep</i>
†revert back	<i>revert</i>
selection	<i>choice</i>
serves as	<i>is</i>
similar to	<i>like</i>
solicit	<i>ask for</i>
state	<i>say</i>
state-of-the-art	<i>advanced, latest</i>
submit	<i>give, send</i>
subsequent	<i>later, next</i>
subsequently	<i>after, later, then</i>
substantial	<i>large, real, strong</i>
sufficient	<i>enough</i>
summon	<i>call, send for</i>
†temporary reprieve	<i>reprieve</i>
terminate	<i>end, stop</i>
therein	<i>there, in it, in them</i>

Word or phrase	Alternative
thereof	<i>its, their</i>
transmit	<i>send</i>
transpire	<i>happen, occur, take place</i>
until such time as	<i>until</i>
validate	<i>confirm</i>
verbatim	<i>exact, word for word</i>
†visible to the eye	<i>visible</i>
warrant	<i>call for, permit</i>
with a view to	<i>to</i>
with reference to	<i>about</i>
with respect to	<i>about, on</i>
with the exception of	<i>except for</i>
with the knowledge that	<i>knowing</i>
witnessed	<i>saw</i>

Box 7. Selected Horrible Examples (or, “How to Write Good”)

- Prepositions are not words to end sentences with.
- Parenthetical remarks (however relevant) are unnecessary.
- Contractions aren’t desirable.
- Foreign words and phrases aren’t apropos.
- One should never generalize.
- Eliminate quotations. As Emerson once said: “I hate quotations. Tell me what you know.”
- Don’t be redundant; don’t use more words than necessary; it’s highly superfluous.
- Be more or less specific.
- Exaggeration is a billion times worse than understatement.
- One-word sentences? Eliminate.
- Analogies in writing are like feathers on a snake.
- The passive voice is to be avoided.
- Go round the barn at high noon to avoid colloquialisms.
- All universal statements are a mistake.
- Clichés are old hat.
- Avoid run-on sentences they are hard to read.
- No sentence fragments.
- It behooves us to avoid archaisms.
- Also, avoid awkward, affected alliterations.
- Don’t use no double negatives.
- It’s the most important thing in the world to resist hyperbole.
- Avoid commas, that are not necessary.
- Verbs has to agree with their subjects.
- Writing carefully, dangling participles will not be used.
- Kill all exclamation points!
- Proofread carefully to see whether you any words out.
- Take the bull by the hand and don’t mix metaphors.
- Don’t verb nouns.
- Never, ever use repetitive redundancies.
- Last but not least—and if I’ve said it once, I’ve said it a thousand times—avoid clichés like the plague.

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The Chicago Manual of Style, 14th ed., p. 143

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